

The Chaffey Community College District

Date: 2/28/08

Section 9.3

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## 9.3 ***CLASSIFIED SENATE SHARED GOVERNANCE STATEMENT***

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### **Mission**

The Chaffey Community College District Classified Senate is a permanent organization originally sanctioned by the Governing Board in 1982 with the established purpose of providing a body of representation for the district's classified staff in the shared governance process. Within this capacity it is the mission of the Senate to work in cooperation with faculty and administrators to provide students with the support needed to achieve an excellent educational experience by promoting excellence in all aspects of support services provided to the college community.

### **Purpose**

In affirmation of Chaffey Community College District's commitment to shared governance as a fundamental policy of the college "to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions . . . and to ensure that these opinions are given every reasonable consideration" (AB 1725); and

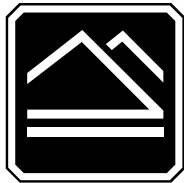
In recognition of the expertise, commitment, and essential role of the classified staff in the effective functioning of the college;

The Classified Senate is charged with the responsibility to work as an independent body within the college that provides an organized voice for interpreting and expressing the viewpoint of the classified staff in the analysis of policies, procedures and practices as they relate to non-bargaining issues.

### **Role**

Act as the body authorized by the collective bargaining unit with the delegated responsibility to coordinate classified staff committee appointments 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.

To promote and facilitate an exchange of ideas and understanding between the classified staff and the other campus constituencies (administration, faculty and students) that will contribute to maintaining a foundation of mutual interaction, support and cooperation upon which the successful advancement of the college mission is dependent.



# Chaffey Community College District

5885 Haven Avenue  
Rancho Cucamonga, CA 91737-3002

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#### Philosophy

With collaboration between and among the key constituencies within the college, the formation and improvement of the college committees and councils requires that we operate under the following governing principles toward a shared set of goals:

- A. **"A Foundation of Trust"** entails a number of factors including truth-telling, candid communications, genuine listening, accountability, and consistency. In a climate of trust, we can depend on one another to work toward the mission and goals of the college. We also have the right to expect the best from one another and to hold one another to the highest standards of ethical professionalism.
- B. **"Joint Effort"** requires a sense of ownership and acceptance of responsibility to participate in matters affecting the direction of the college. Ideally this principle facilitates as much participation as is reasonable and appropriate, given the scope and significance of the matter at hand, and is based on the key assumptions that:
  1. Contribution from all constituencies is essential to the democratic process in the governance of the college, with recognition of differences in levels of authority, responsibility, expertise and perspective.
  2. Issues and proposals can be initiated at any level of the college.
- C. **"Transparency"** is demonstrated with effective communication of the content and rationale of the decision making process. If shared governance is valued in the college, then an informed and engaged community of discourse is necessary. Decision making must entail genuine opportunities both to persuade and to be persuaded. When effective communication conveys decisions that have been reached and identifies the reasons for which these decisions have been made, both the decisions themselves and the processes involved should be open to assessment, review and judgment.

In addition, we affirm that the aims or goals of this collaborative process of shared governance must be:

- \* To advance the mission, vision, and strategic goals of the college
- \* To promote a healthy sense of community
- \* To recognize the domains of authority and responsibility of various entities and individuals
- \* To strive for continuous improvement and a culture of active participation

*Henry D. Shannon*

**Dr. Henry D. Shannon**  
Superintendent/President

*Trisha A. Albertsen*

**Trisha A. Albertsen**  
Classified Senate President

*Dean Jennings*

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CSEA President

January 8, 2008  
Date



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#### *Bargaining Unit*

Members of the Chaffey College classified staff other than confidential and supervisory personnel are members of the California School Employees Association (CSEA), Chapter 431. For information about this organization, please contact the Human Resources office or CSEA directly. Clarification of the functions of Classified Senate as it relates to CSEA has been established in the following statement:

#### *Delineation of Duties Statement*

#### **Classified Senate**

The role of the Classified Senate is to participate effectively in the formation of college policy and procedures. The Chaffey College Classified Senate expresses the view of classified (bargaining unit, confidential and classified management) in the shared governance process, excluding all areas of Collective Bargaining.

Specifically, the Classified Senate has the responsibility to:

- A. Provide the classified staff a voice and participation in the initiation, development and evaluation of District policy and procedures.
- B. Provide the Administration and Governing Board with a means of ascertaining the convictions and suggestions of the classified staff on academic and professional matters.
- C. Appoint classified staff to participate in college-wide standing and ad hoc committees.
- D. Accept leadership responsibility for policy recommendations in innovation and professional growth, excluding all areas that would require collective bargaining.
- E. Provide consensus participation by the classified staff in the college budget and policy processes.
- F. Encourage the exchange of ideas and understanding between classified staff, faculty, administrators and students.
- G. Promote the recognition of classified staff as a valued part of the college work force.



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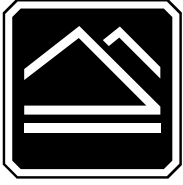
**California School Employees Association  
Chapter #431**

The California School Employees Association, Chaffey College Chapter #431, hereafter referred to as the Association shall be recognized as the "exclusive" representative for the classified employees within its bargaining unit. The Association expresses the viewpoint of the classified bargaining unit to the college administration and Governing Board in all matters including, but not limited to, Collective Bargaining.

The rights and responsibilities of the Association derive from the Public Employees Relations Act (SB 160, Rodda), from the interpretations of this Act by the Public Employees Relations Board, by the Collective Bargaining Agreement, past practices, and other applicable laws. The Association's scope of representation shall include, but not be limited to, all matters dealing with the collective bargaining process, wages, hours of employment, workload, terms and conditions of employment.

In addition, the Association has "exclusive" authority to:

- A. Consult with the administration on the implementation of the current employment contract, collective bargaining and Board policies as they fall within the scope of representation.
- B. Represent individual classified bargaining unit members in any or all stages of the grievance procedure.
- C. Serve as an advocate for classified bargaining unit members in grievance procedures.
- D. Arrange for appropriate legal assistance for classified bargaining unit members in matters related to their contractual position at Chaffey College. Such matters may include, but are not limited to: layoff, reductions in contract, dismissal, lawsuits, job actions, etc.
- E. Provide the community, press, and the Governing Board with information relevant to the working conditions of the college classified bargaining unit and information concerning current relations between the District and the classified bargaining unit.
- F. File appropriate legal actions including Unfair Labor Practice Charges on behalf of the classified bargaining unit.
- G. Provide the classified bargaining unit with perspectives and analysis on the District's budget and funding pattern as well as comparative salary and benefit information.
- H. Support appropriate social, cultural and institutional activities as directed by the membership of the Association.
- I. Support appropriate professional growth activities for the classified bargaining unit that increase educational leadership opportunities.



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**Joint Responsibilities**

It is the joint responsibility of the Classified Senate and the Association to ensure that the employees in the classified service have meaningful input into the decision-making processes of the college.

It is the joint responsibility of the Classified Senate and the Association to work cooperatively to further the perspectives and professional environment of the employees in the classified service so as to ensure a sound institution of higher education. The Classified Senate and the Association have a joint responsibility to avoid the development of divisive or discordant positions and/or goals.

**Joint Liaison Committee**

The Senate/Association Liaison Committee shall be composed of four (4) members. Said composition shall be the President of the Senate plus one (1) additional representative of his/her choice from the Classified Senate and the President of the Association plus one (1) additional representative of his/her choice from the Association. Upon a single written request of either President of the Senate or the President of the Association, the Liaison Committee shall convene for the purposes of mediating unresolved conflict.

President, Chaffey College CSEA Chapter #431  
President, Chaffey College Classified Senate