

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

Overview

The revision of Foothill's shared governance process that began 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 ensure representation of those with expertise in providing wrap-around services that benefit program and degree completion for all student populations.
- 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 will have the option of up to 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. Managers will be instructed to adjust the tasks and responsibilities accordingly during those weeks that their staff serve on a council.

Administrative Assistants, Executive Assistants, or Senior Administrative Assistants serving on the councils as recorders at the direction of their Administrator will do so as part of their

regular working week. Thus, they will adjust their schedules and workload for the week of each scheduled shared governance meeting. Work done over a classified employees contracted 40 hours is still pursuant to compensation per the classified employee's contract.

If a classified staff member serving as a recorder as part of their regular duties also participates in governance as a council member or quad-chair on another council, this person can opt for overtime compensation (Option Two) for that week of service or a further reduction of up to six hours during the working week that the governance meeting is held (Option One).

Option Two: Classified staff can opt to take overtime pay for their governance service. Overtime pay will be limited to the week(s) of actual governance meetings. The following builds in three hours for each council meeting and up to three hours of preparation time for the classified facilitators and Quad-Chairs. Regular members of the councils will receive two hours per meeting and up to two hours of preparation time. The following section outlines how many hours of overtime compensation classified staff can claim for their governance service each month that their council meets:

- Quad-Chairs: up to 6 hours of overtime for each governance meeting
- Facilitators and recorders: Up to 6 hours of overtime for each governance meeting
- Council member: Up to 4 hours of overtime for each governance meeting

Note that Classified Staff serving on a council that meets four hours (or twice) each month can either claim up to a twelve-hour reduction in their monthly schedule, per option one above (two three hours per week), or claim overtime hours as outlined below:

- Quad-Chair: up to 12 hours overtime per month
- Facilitator: up to 12 hours overtime per month
- Council member: up to 8 hours overtime per month

NOTE: Classified Senate and Cabinet agree to revisit and finalize a proposed fee structure upon the approval of a permanent governance structure. In the meantime, classified staff serving in the interim governance structure will adhere to the stipulations of this agreement.

Participation Details

- Each classified member must be on a two-year rotation to ensure as many classified staff can 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, quad-chair, or facilitator.
- The participating employee has the choice to select whichever option works best for them and change their option choice as their work schedule changes. (Administrative

Assistants, Executive Assistants, and Senior Administrative Assistants are exempt from this particular provision, per their stipulation laid out in Option One.)

Overtime and compensatory time is available each month as noted above but should be claimed 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 choose Option Two, how many hours of overtime each person needs to claim per council meeting, and how many council meetings occur each month.

Meeting	Role	Detail	Monthly Total (approx.)	9 Month Total
Meets once per month	Quad-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			\$4000	\$36000
Meets twice per month	Quad-Chair	12 hours (\$50) per month	\$600	
	Facilitator	12 hours (\$50) per month	\$600	
	Recorder	12 hours per month	TBC	TBC
	Council member	2 x 8 hours per month (\$50)	\$800	
Subtotal		Meetings every month*	\$2000	\$24000
TOTAL				\$60,000

Cabinet and Classified Senate may revisit this proposal based on recommendations from the Shared Governance Task Force.

Classified Senate:

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

Starting in fall 2021, the Classified Senate President will be given a maximum of 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 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.