



BP 7270 Classified Professionals Participation in Collegial Consultation

References

Education Code 70901(b)

1. Definitions

- a. For the purposes of this policy, “Classified Professionals” includes all represented and confidential Classified employees, but does not include Classified Administrative employees, nor short-term or hourly positions.
- b. Equitable participation refers to a good-faith effort to provide Classified Professionals with fair opportunities to inform the planning and decision-making processes of the college. Per Ed. Code 70901(b), effective participation provides Classified employees enough opportunities for their views to be reasonably considered.

2. Involvement in Collegial Consultation

- a. The Board recognizes the Classified Senate as the primary Classified Professional constituent group in collegial governance. The Board recognizes, apart from the Classified Confidential Employees Group (CCEG), the Classified Union (CSEA Chapter 725) as the group exclusively representing Classified Professionals in all issues related to contract, working conditions, and collective bargaining.
- b. Level of Involvement: Classified Professionals shall be provided with opportunities to participate in the formulation and development of district and college policies, planning, and procedures, as well as in those processes for jointly developing recommendations for action, that have or will have a significant effect on staff. Prior to the Board of Trustees taking action on such matters, the Classified Professionals will be provided with the opportunity to participate in the formulation and development of those matters through appropriately determined procedures and committee participation. The Board shall give every reasonable consideration to the recommendations and opinions of the Classified Professionals.
- c. The Classified Professionals shall be afforded equitable opportunities to participate in collegial consultation, and other matters that materially impact Classified employees.

3. Classified 9+1:

The following outlines the specific areas where Classified Professionals must be afforded equitable representation, and these areas shall henceforth be known as the “Classified 9+1”:

a. Accreditation Processes

Classified Professionals shall be afforded equitable participation in planning meetings, writing teams, and site visits associated with accreditation, as it pertains to WASC/ACCJC or any other external auditing, accrediting, or review agencies/organizations where Classified perspectives are solicited or permissible.

b. Non-Academic Senate Committees and Other Groups

Classified Professionals shall be afforded equitable participation in Collegial Consultation Committees, Standing Committees, Ad Hoc Committees, Taskforces, Councils, or other non-academic committees or workgroups that deliberate on matters that impact Classified employees. Examples include, but are not limited to; College Planning Team (CPT), President’s Advisory Committee-Budget (PAC-B), Facilities Master Plan Committee, College Policy Council (CPC), Technology Committee, Safety Committee, Enrollment Management Committee, Professional Development Committee, Accreditation Committee, Advocacy Committee, The Institutional Effectiveness and Inclusive Excellence (IE2) Committee, and any associated sub-committees or workgroups that may emerge. Committees not expressly listed above, which are open to all employee groups, are typically considered equitable by default. Examples would include special event planning committees or other similar groups deliberating on issues reasonably considered immaterial to the participatory governance process. No committee shall be bound to halt proceedings in the event that equitable opportunities for Classified Professionals are provided for, even if Classified Professionals are unable to fill those committee seats following reasonable access and period of notice.

c. Development of, and Modifications to, Institutional-Level Plans, Documents, and Philosophy Statements

Classified Professionals shall be afforded equitable participation in the formulation and review of departmental and college-wide strategic plans, and institutional-level handbooks, guides, or other governance documents that are not subject to collective bargaining, but which impact the Classified Professionals. Examples of documents that Classified Professionals shall be given opportunities to review prior to publication include, but are not limited to; the Decision-Making Guide, the Strategic Plan, modifications to the Mission, Vision, or other college-defining value or philosophy statements, college-wide frameworks or initiative plans and related reports/documents.

d. Research Processes, with Access to Data Involving Classified Professionals

Classified Professionals shall be afforded every reasonable opportunity to provide general feedback to the design of institutional research studies within the bounds of accepted research ethics, deference to subject-matter expertise, and process leadership of the Institutional Research office, when such research substantively involves Classified employees. Classified Professionals should be given every reasonable opportunity to participate in subsequent review and dialogues regarding related research, reasonable access to results of data related to Classified in a timely manner, and requests for institutional data should be given reasonable consideration. For research requests involving collective bargaining, the District shall work with the Classified Union to provide information in accordance with any predetermined process, procedure, or agreement.

e. Development and Modification of Policies and Procedures

The Classified Professionals shall be afforded equitable participation in the development, review, and evaluation of District Board policies and Administrative procedures, particularly on items that directly impact the Classified Professionals. While primarily facilitated through the College Policy Council (CPC), in cases where the District is proposing material changes, or formulating new Board policies or administrative procedures in consultation with other constituent groups on matters that impact the Classified Professionals, the Classified should be provided the opportunity for input. The exceptions are practices that require collective bargaining. In collective bargaining cases, the District should refer to the Collective Bargaining Agreement or consult with the Classified Union for guidance on Classified involvement.

f. College Events, Ceremonies, and Other Professional Opportunities

The Classified Professionals shall be afforded equitable participation in District events and activities. These include, but are not limited to; college-wide holiday events, Opening Day, locally hosted conferences, honoree/retiree events, building or program openings, graduation, convocations, Classified and employee appreciation events, job shadowing, and also, management, mentorship, and leadership development programs. Regarding professional development presentations, events, and other trainings that are not part of any programs/events outlined above, Classified Professionals should be given equitable opportunities to both participate, but also to inform the planning. Reasonable consideration should be given to Classified-requested topics and programing, with equitable opportunities for Classified employees to be presenters, project or training leads, content designers, awardees, etc.

g. Program Review and Budgetary Planning

The Classified Professionals shall be afforded equitable participation, with reasonable consideration of Classified input, regarding District budget processes and departmental program review development/planning, especially as it relates to Classified-staffed areas. On matters related to layoffs, furloughs, or other losses of Classified work, the District should instead refer to the Collective Bargaining Agreement or consult directly with the Classified Union.

h. College Governance

The Classified Professionals shall be afforded equitable participation within college governance structures as it relates to Classified Professional roles, including but not limited to; providing for an equitable number of seats/voting members and providing an open forum item on agendas for committees, councils, task forces, and at other similar meetings or activities. Reasonable consideration for Classified Professional representatives serving as leaders or chairs, co-chairs, or tri-chairs on College committees, councils, meetings, etc. The ability to help formulate, provide feedback, and review operating procedures of the Collegial Consultation Committees. Reasonable access to attend/view non-confidential meetings as guests (with supervisor approval). Reasonable access to subsequent meeting minutes and information about the general stakeholder compositions of governance-related meetings or committees.

i. Systems Integration and Implementation and Non-Academic Program Development

When departments wish to utilize new forms of equipment or technology, or make other changes that need to be serviced, managed, or otherwise integrated by the Classified employees, efforts should be made to substantively include impacted Classified Professionals in the early and ongoing planning and implementation discussions. This will ensure seamless implementation across department(s). Furthermore, when non-academic programs or departments are being created or substantively modified (e.g. the BaNC, Makerspace, etc.), input from the Classified Professionals shall be included along with other stakeholders, particularly when the programs are intended to be staffed by Classified employees.

j. Other Matters that Impact Classified Professionals:

Classified Professionals shall be afforded equitable representation and participation on other Classified employee and professional matters as mutually agreed upon between the District and the Classified Senate or Union. When matters do not fall clearly into any of the above categories, and there is a probable impact on the Classified Professionals, both the District and Classified Senate should work to inform one-another on both the opportunities to participate and the specific Classified employees' intentions/desires to participate in those matters.

Board Approved 11/10/2021

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