

Classified Senate Participatory Governance Support Statement

Purpose:

The District understands the crucial role of having classified professionals as part of participatory governance at LBCC and acknowledges *this time as part of their workday*.

Process:

Any LBCC classified employee can express interest to the Classified Senate Council to participate in a college committee or council position with the approval of the employee's immediate supervisor. It is understood that all reasonable efforts will be made to collaborate on fulfilling both departmental and governance missions. Classified participation in participatory governance will be afforded unless written evidence is provided that employee participation would unduly diminish the area's function or significantly reduce the area's expected service levels.

The appointed classified employee must provide his/her manager a calendar of all known committee meeting dates and times as soon as it is provided to the classified employee. In the event that a meeting date changes, the classified employee will give his/her manager the schedule change as soon as the change is made available. If the classified employee cannot attend a participatory governance committee, he/she will notify his/her immediate supervisor and the Senate President so a substitute can be found.

Classified Senate Roles:

If the classified employee is a **Senator** on the Classified Senate Council, he/she is required to participate on a minimum of one (1) committee. He/she also prepares communication to assigned area after each meeting.

If the classified employee is a member of the **Executive Committee** (VP, Secretary, Treasurer, Web and Social Media Coordinator), he/she is required to participate on a minimum of two (2) committees: Classified Senate Council and Classified Senate Executive Committee. Executive Committee members are also encouraged to attend the College Planning Committee (CPC) when possible.

If the classified employee is the **Senate President**, he/she is required to participate on a minimum of five (5) committees: Classified Senate Council, Classified Senate Executive Committee, College Planning Committee (CPC), President's Leadership Council (PLC), and Board of Trustees (BOT).

If any classified employee is a **committee chair**, he/she will be released from duty for planning meetings. Schedule of chair meetings will be provided to the manager as soon as possible.

If a scheduled meeting is located at the opposite campus, classified employees will receive up to an additional 30 minutes of travel time before and after the meeting, unless the meeting is at the beginning or end of their workday. They may also submit a request for mileage reimbursement at the end of the month or semester, which will be paid from the Classified Senate budget.

Nomination to Committees:

A list of employee names, who have expressed interest in an advertised committee appointment, will be emailed to Classified Senate Council members after the advertised deadline. If any council member has concerns with a nominee, he/she is to contact the Classified Senate President before the next scheduled meeting.

Classified Senate Organizational Chart

Executive Committee

President:

Minimum of five committees; additional misc. meetings. Time to read district documents; PLC policies; create agenda and communicative emails for classified.

Vice President

Minimum of two committees. Coordinates committee assignments and communication of all committee reports. Coordinates annual elections.

Secretary:

Minimum of two committees; keeps meeting minutes; prepares documents for meetings; maintains council and exec meeting calendar.

Treasurer:

Minimum of two committees; monitors budget; researches purchases; creates requisitions and coordinates other fiscal activities.

Web & Media Coordinator:

Minimum of two committees; maintains and coordinates changes for the website. Creates and maintains Senates' social media presence.

Other Roles

Senator:

Minimum of one committee. Prepares for and attends monthly council meetings. Prepares communication to assigned area after each meeting. To be a conduit of communication to and from classified employees.

Classified Employees on Committees:

Meeting preparation and travel time for each committee. Complete report form after the meeting.