

## Classified Professionals Participation in Shared Governance Three Year Pilot Proposal

### 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 of PGA service or hours reduced from the regular working week or overtime pay.

Option One: The employee may opt to earn PGA credit for their governance service. Credit would typically be 36 hours of PGA credit for college service for each regular governance year (nine monthly meetings with four hours credit per meeting). Credit hours would be more for members of the RTC council - 72 hours for a regular nine-month governance cycle.

Option Two: As per De Anza's agreement with their Classified Professionals, Foothill staff would have the option of a 10% 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. Please note that three of the Classified Staff serving on the five councils as recorders would

take this option as they are the Administrative Assistants of the ex-officio administrators, and this work is included as part of their regular working week.

Option Three: 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: Four hours of overtime for each governance meeting
- Facilitators: Four hours of overtime for each governance meeting
- Council member: Three 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 eight hours reduction in their monthly schedule, per option two above (two hours per week), or claim overtime hours as outlined below:

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

### **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 10% 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 4 (hours per meeting) = 16 hours per month (\$50)	\$800	\$7200
	Facilitator	3 x 4 = 12 hours per month (\$50)	\$600	\$5400
	Council Member	8 x 3 = 24 hours per month (\$50)	\$1200	\$10,800
Subtotal			<b>\$2600</b>	<b>\$23,400</b>
<b>RTCC</b>	Tri-Chair	8 hours (\$50) per month	\$400	
	Facilitator	8 hours (\$50) per month	\$400	
	Council member	2 x 6 hours per month (\$50)	\$600	
Subtotal			<b>\$1400</b>	<b>\$12,600</b>
<b>TOTAL</b>				<b>\$36,000</b>

\*Note RTCC total is \$1400 per month while it operates. After RTCC commences, the approximate total of \$23,400 is applied.