

Classified Senate Participatory Governance Support Statement

Purpose:

The District understands the crucial role of having Classified Professionals as part of participatory governance at Long Beach City College and acknowledges *this time as part of their workday*.

Process:

Any LBCC Classified Professional can express interest to the Classified Senate Council to participate in a college committee or council position with the approval of the Classified Professional'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 Classified Professional participation would unduly diminish the area's function or significantly reduce the area's expected service levels.

The appointed Classified Professional must provide their manager a calendar of all known committee meeting dates and times as soon as it is provided to the Classified Professional. In the event of a meeting date change, the Classified Professional will give their manager the schedule change as soon as the change is made available. If the Classified Professional cannot attend a participatory governance committee meeting, they will notify their immediate supervisor, Senate President and Vice President so a substitute can be found.

Classified Senate Roles:

If the Classified Professional is a **Senator** on the Classified Senate Council, they are required to serve on a minimum of one (1) committee: Classified Senate Council. They may also participate in classified task forces and/or other participatory governance committees.

If the Classified Professional is a member of the **Executive Committee** (Vice President, Secretary, Treasurer, Executive Senator, Communications Coordinator), they are required to serve on a minimum of two (2) committees: Classified Senate Council and Classified Senate Executive Committee. Executive Committee members are also members of the College Planning Council (CPC), and therefore, are encouraged to attend CPC meetings. They may also participate in classified task forces, other participatory governance committees and district planning committees.

If the Classified Professional is the **Senate President**, they are required to serve on a minimum of five (5) committees: Classified Senate Council, Classified Senate Executive Committee, College Planning Council (CPC), President's Leadership Council (PLC), and Board of Trustees (BOT). They may also participate in classified task forces, other participatory governance committees and district planning committees.

After completing the role of Senate President, the **Past President** will serve one additional year on the Classified Senate Council to guide and support the President and the Executive Committee. They are required to attend the Classified Senate Council and Classified Senate Executive Committee meetings as a non-voting member.

If a Classified Professional is a **committee chair**, they will be released from duty for planning and committee meetings. The schedule of chair and committee meetings will be provided to the Classified Professional's manager as soon as possible.

If a scheduled meeting is located at the opposite campus, the Classified Senate representative will receive up to an additional 30 minutes of travel time before and after the meeting, unless the meeting is at the beginning

or the end of their workday. They may also submit a request for mileage reimbursement at the end of the month or session, to be paid from the Classified Senate budget.

Classified Senate Organizational Chart

Executive Committee

President:

Minimum of five committees plus additional misc. meetings. Time to read district documents and PLC policies. Prepares Senate meeting agendas and communicative emails for classified.

Vice President:

Minimum of two committees. Serves as coordinator of committee assignments and communicates all committee reports to Senate Council. Conducts annual elections.

Secretary:

Minimum of two committees. Records meeting minutes, prepares documents for meetings, maintains Senate Council and Executive Committee meeting calendars.

Treasurer:

Minimum of two committees. Monitors budget, facilitates purchases, creates requisitions and coordinates other fiscal activities. Prepares monthly budget report.

Communications Coordinator:

Minimum of two committees. Updates and maintains content on the Classified Senate website. Coordinates the social media presence of the Classified Senate. Promotes and advertises events.

Executive Senator:

Minimum of two committees. Prepares for and attends meetings, represents Classified Senate at district meetings. Serves as a conduit of communication to and from Classified Professionals.

Past President:

Minimum of two committees. Guides and supports the President and the Executive Committee, performs other duties as necessary.

Roles for Classified Professionals

Senator:

Minimum of one committee. Prepares for and attends monthly Classified Senate Council meetings. Serves as a conduit of communication to and from Classified Professionals. Performs other duties as necessary.

Classified Professionals on a Committee:

Meeting preparation and travel time for each committee. Represents Classified Professionals at committee meetings. Completes and submits a Classified Senate Council report form after each meeting.