

Recommendation

Form a workgroup to create processes and guidelines for employee participation and compensation for Shared Governance work.

Executive Summary:

The Shared Governance Process Support Group recommends that the Shared Governance Oversight Group forms a workgroup tasked with drafting guidelines and procedures for CCC employee participation and compensation for Shared Governance work. We recommend that the workgroup include representatives from relevant councils, Shared Governance groups, and employee associations. This need was identified in the Process Support Group's priority setting retreat, during which the group determined it was not of a scope/scale appropriate to the level of the Process Support Group.

Recommendation Details:

Current State

There are unique implications for participation in Shared Governance for all employee groups, and a lack of centralized guidelines is creating confusion. The confusion is related to two main areas:

- Participation: The work of shared governance is not yet integrated into employee roles. Some positions are named members within council charters, full-time faculty fulfill committee membership through their participation, and part-time faculty/classified staff do not have allocated time in their workloads for participation. Currently, the Shared Governance handbook and Council charters do not address whether supervisor approval is required for council participation.
- Compensation: Some employee groups have committee work named in their contracts. However, funding for part-time employees is not consistently explained or budgeted. Past communications indicate that council membership will be compensated, but this does not address where the budget for these hours live, or how they may impact part-time classified work limits.

Why Change is Needed

Documentation of participation guidelines for Shared Governance work will improve transparency and serve as a tool for recruiting Shared Governance participants. Addressing compensation practices will help remove barriers to participation.

Intended Outcome

Guidelines for participation and compensation for Shared Governance work, including, but not limited to the following:

- What types of participation qualify for compensation (Co-chair, membership, consultation, etc.).
 - Consider whether the workload and/or time commitment is consistent or variable from council to council.
 - Consider FTF contractual requirements for committee membership
- Consider the role of supervisors in working with employees whose workload may be impacted by participation.
- What budget(s) employee compensation come from.
 - Consider the impacts on department-level budgets if there is no SG budget line.
- Procedures and methods for compensation

Estimated Timeframe

- SP25 - workgroup is formed
- SP25, SU25 - workgroup drafts guidelines and procedures
 - Workgroup will have made plans for any FTF members that are off contract during SU25
- FA25 - workgroup presents drafts to Oversight Group

Estimated Costs

No cost for the workgroup, end/ongoing cost will depend on the workgroup's determinations.

Data Consulted

Include information and data related to your recommendation

Potential Impacts

Group	Benefits	Adverse Effects
Students	N/A	N/A
Faculty/Staff	<ul style="list-style-type: none">• Increased Shared Governance participation• Improved transparency for Shared Governance participation• Clear compensation guidelines for Shared Governance participation	
Community	N/A	N/A
Other relevant parties (identify)	<ul style="list-style-type: none">• College: Clarity of approach to Shared Governance participation and compensation	<ul style="list-style-type: none">• College: Budget costs

Guidance for Use:

Recommendations will be submitted to the Shared Governance Oversight Group for review, feedback, and/or approval.

This document will also be posted on the Shared Governance Website.

For distribution it is recommended that you save and send as a PDF rather than a Word document to retain formatting (File > Export > Create PDF/XPS)

Recommendation naming convention:

Date(DD/MM/YY)-Council Name-Recommendation

Example: 01-31-24-Council Name-Recommendation.pdf

Do not use spaces, instead use dashes