

**Memorandum of Understanding
Between the Coast Community College District and
Coast Federation of Classified Employees, Local 4794**

January 28, 2019

The following Memorandum of Understanding (“MOU”) is entered into by and between the Coast Community College District (“District”) and the Coast Federation of Classified Employees, Local 4794 (“CFCE” or “Federation”). This MOU shall be effective for the 2018/2019 and 2019/2020 academic years, and will expire on June 1, 2020.

CLASSIFIED SENATES

1. As provided under the terms of Education Code Section 70901.2(a), the District and the Federation agree to acknowledge the role of Classified Senates in governance processes, as established by the Board of Governors and the California Community Colleges Classified Senate.

2. The District and the Federation further agree to provide Classified Senates with the right to appoint classified representatives to District-wide and/or College-wide task forces, committees, or governance groups consisting of classified, faculty, and administrators that deal with issues outside the scope of bargaining as defined by the California Code of Regulations, Title 5, Section 51023.5.

3. The appointment authority provided to the Classified Senates, as outlined herein, does not alter the authority of CFCE to appoint to all District-wide and College-wide committees consisting of classified, faculty, and administrators as set forth in Article 2.10 of the District’s collective bargaining agreement (“Agreement”) with CFCE.

4. The Classified Senates shall not receive released time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the Federation.

5. By August 1st of each year, the Classified Senate President at each College shall provide the College President with a plan and accounting of all required released time for the upcoming year. College Presidents will have an opportunity to discuss the released time proposal with impacted managers to ensure adequate coverage is available before the released time plan is approved.

6. Each Classified Senate shall be allocated up to 40 hours per month of released time to be divided among its Classified Senate Executive Board members.

37 7. The released time shall be used to conduct Classified Senate business, organize and
 38 attend Classified Senate meetings, and represent the Classified Senate at related College and
 39 District-wide participatory governance meetings. The released time also may be used by the
 40 Classified Senate Executive Board to attend regional and/or State-wide meetings which concern
 41 Classified Senates. District travel policies and procedures will continue to apply for all such
 42 travel.

43 8. Classified Senate Executive Board members shall be permitted to attend Classified
 44 Senate meetings, via the released time provided in this MOU, and may also serve as a classified
 45 representative (appointed by either the Federation or the Classified Senate) on two (2) other
 46 College-wide or District-wide governance committees, or to serve as a Club Advisor and a
 47 classified representative on one (1) other College-wide or District-wide governance committee,
 48 without supervisory approval as provided for in Article 2.10 of the Agreement; an example of
 49 such appointments is shown in the following table. When the Classified Senate Executive Board
 50 member is required to travel from their work site and/or return to their work site to be in
 51 attendance, a reasonable amount of travel time will be permitted. Classified Senate Executive
 52 Board members may serve on additional governance committees and taskforces with supervisory
 53 approval.

Classified Senate Executive Board Members		
Senate Meetings Plus Two (2) Committees, Without Supervisory Approval Per Article 2.10		
Classified Senate Meetings	Governance Committee	Governance Committee
Classified Senate Meetings	Governance Committee	Club Advisor

54 9. Federation or Classified Senate appointees shall be provided with released time to serve
 55 on a the following without supervisory approval as provided for in Article 2.10 of the
 56 Agreement, with an example shown on the following table:
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- 58 a. Classified Senate meetings and one (1) College, District Office, or District-wide
 59 governance committee (including its taskforces or subcommittees) appointed by
 60 either the Federation or the Classified Senate; or
- 61 b. Classified Senate meetings and serve as a Club Advisor; or
- 62 c. two (2) College, District Office, or District-wide governance committees
 63 (including their taskforces or subcommittees) appointed by either the Federation or
 64 the Classified Senate; or
- 65 d. serve as a Club Advisor and a classified representative on one (1) College,
 66 District Office, or District-wide governance committees (including its taskforces
 67 or subcommittees) appointed by either the Federation or the Classified Senate.

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Classified Professionals At Large (Non-Classified Senate Executive Board)

Two (2) Committees Without Supervisory Approval Per Article 2.10

a.	Classified Senate Meeting	Governance Committee
b.	Classified Senate Meeting	Club Advisor
c.	Governance Committee	Governance Committee
d.	Governance Committee	Club Advisor

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- 71 **10.** When the classified professional at large is required to travel from their work site and/or
 72 return to their work site to be in attendance, a reasonable amount of travel time will be permitted.
 73 Classified professionals at large also may serve on additional governance committees and
 74 taskforces with supervisory approval.
- 75 **11.** Released time provided to the Classified Senate Executive Boards and to Classified
 76 professionals at large shall be assigned in a manner that does not unduly impact any one
 77 individual or department. Collegial consultation shall take place between the College President,
 78 the Classified Senate President, impacted managers, and classified employees should concerns
 79 arise related to a released time request.
- 80 **12.** Any released time provided for by this MOU shall not result in a guarantee of overtime.
 81 All overtime requests shall be handled in accordance with Article 14.9 of the Agreement.

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 83 COAST COMMUNITY COLLEGE DISTRICT

COAST FEDERATION OF CLASSIFIED
 EMPLOYEES

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 89 Dr. Marco Baeza, CCCD Chief Negotiator/Date

 2-6-19
 Connie Marten, CFCE Chief Negotiator/Date

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 92  2/6/19
 93 Dr. Lorraine Prinsky, Board President/Date

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