

**Guidelines for Classified “CSEA” Representatives**

Congratulation on being appointed as a CSEA representative.

Your participation and commitment in shared governance is valuable.

Here are a few resources that may help you while serving in this important seat.

The governance webpage where committee minutes are posted.

<http://www.glendale.edu/governance>

Helpful documents are:

* Best Practices
* Parliamentary Procedure

You represent the CSEA constituency, your colleagues. It’s important that Classified Staff are represented on governance committees.

Please remember:

* You are a voting member.
* You must assign a proxy (CSEA member) if unable to attend a meeting.
* Proxy form is available on the governance webpage.

Thank you for communicating with your CSEA Executive. Topics of interest include:

* **Wages**
* **Benefits**
* **Working Conditions**

If any of these are discussed at your governance committee please email the 2nd VP of CSEA a brief summary to Seboo Aghajani <aghajani@glendale.edu>.

Provided are questions to help draft your summary.

1. *What was/were the primary issue(s) voted on or discussed that will affect the campus community or specific work areas on campus?*

1. *What was/were the primary issue(s) voted on or discussed that will affect the classified employees or groups of classified?*
2. *Is/are there any pending issue(s) your committee has not yet voted on? When will you meet again to decide these?*

On behalf of CSEA thank you for volunteering.