Sample Ground Rules for 2023 PCFT Pierce College Bargaining

What do we think of these ground rules?

I might like to propose 2 more?

* Requested information will be delivered in a mutually agreed time so as to begin, continue, or conclude negotiations in an expedited fashion.
* Either side may use the services of outside consultants, but both teams must approve of these consultants attending a meeting.

1. The PCFT will have 7 main team members, who are: Curt (lead), John, Barlow, Rick, Dolores, Sharon, and Ali.

Leon Khalsa-Maulen will serve on the online learning team.  Other specialists will include Monica Nucciarone and Beth Thoms, as well as one other Nat. Science Rep. yet to be determined.

1. The admin team has 5 members: Holly G (lead), Ilder, Jo Ann, Andrew, and Holly S (Kelly B, James L, Kristina S-G, and Shawna F-L as a specialists)
2. 5 members from the PCFT and 3 from the admin team represents a quorum.  For certain topics, both groups can agree to meet with a smaller group.  There might be topics that cannot be discussed without certain members present.
3. The majority of meetings will be conducted by Zoom.  Some might be in person. Both teams have shown a preference to avoid hybrid meetings if at all possible.
4. We will try to meet at least weekly, but more meetings might be added to make better progress.  At least forty-eight hours’ notice is considered appropriate for cancelation of a meeting. If there is a cancelation, providing reason would be good form.
5. Both teams are encouraged to communicate with their constituents on the progress of bargaining.  Both teams are encouraged to communicate with their constituents on the progress of bargaining. The teams will issue periodic joint statements in addition to individual team communications. Both teams agree that their communications strive to be accurate and not attribute specific quotes to specific team members. If one team feels that the other’s communication has been inaccurate, the teams will discuss concerns together prior to sending out a correction.
6. Agendas for each meeting should be set in the last 10 minutes of the previous meeting.
7. Both sides pledge to do their best to be prepared for each session.
8. Official minutes will be taken by Johanna. Each member of the group can take their own notes.  Note that these notes should be retained even after the negotiations end in cases of dispute between parties about the exact nature of agreements.
9. Each team will present their issues early in the process, hopefully by the **end of** **March**.  These lists can be changed as of **April 15**, but none should be added after that date.
10. The leads of each team will facilitate the discussion, but others are encouraged to contribute.  Some members other than leads might lead the discussion on topics they are engaged with/are steeped in.
11. Any team member can call for a caucus at any time. The team calling the caucus will estimate the time needed for the caucus and will communicate with the other team about progress and changes to the time estimate.
12. Each agreement on issues will be a signed [**as a]** tentative agreement to be contained in a common site (open to all team members). These will be considered completed unless a genuine error is found.  These tentative agreements will together be the new agreements to be ratified by both parties.
13. Both teams commit to collaborative bargaining and to training in this style.  However, other styles might be used in appropriate situations.
14. Concluding bargaining by the first week in May will allow for spring faculty ratification.  If negotiations extend beyond that time, ratification will have to wait until fall.  Faculty are not agreeing to summer negotiations, so if we cannot conclude by the end of our contract, negotiations would begin again in fall term. If extended to fall, the deadline for ratification would be Nov. 10.
15. Caucuses or breaks might be called to flag moments when we are not adhering to these behavioral standards.  Requested information will be delivered in a mutually agreed time so as to begin, continue, or conclude negotiations in an expedited fashion.
16. Both teams agree to communicate respectfully.  Strive to be succinct and avoid [unnecessary] repetition of previous points.

Participants will keep the following in mind:

\*Every person is important.

• Honesty and integrity are essential to building trusting relationships.

• The Bargaining Teams will not tolerate behavior that demeans the self-worth or dignity of any individual of the group.

• Focus on issues.

• One person talks at a time.

• Participants will listen with curiosity and a desire to understand.

• Identify and address “elephants” (relationship problems) as they appear.

• Everyone in the group is responsible for protecting the process. Process checks prevail over substantive agenda items.

• Sit in mixed groups (if in person).

• Teams will alternate facilitators each session.

• Participants will keep an open mind.

1. Either side may use the services of outside consultants, but both teams must approve of these consultants attending a meeting.
2. Options proposed in discussions are not to be assumed to be formal proposals unless it is made clear that is the intent.
3. Use consensus to reach agreements and then make sure those agreements are in the official minutes. (Thumbs up or sideways, no thumbs down)
4. This is a living document and, therefore, open to change upon mutual agreement of both parties.
5. These ground rules will be shared with any specialists prior to those individuals participating in bargaining.