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**GROUND RULES GOVERNING NEGOTIATIONS
FROM THE CERRITOS COMMUNITY COLLEGE DISTRICT TO THE
CERRITOS COLLEGE FACULTY FEDERATION, AFT Local 6215**

DECEMBER 15, 2023

The following ground rules governing negotiations have been agreed to by the bargaining teams for the Cerritos Community College District to the Cerritos College Faculty Federation, AFT Local 6215 (“CCFF”) for the duration of the negotiations leading to a successor agreement to the 2021-2024 Collective Bargaining Agreement (CBA):

1. Authorization – Presence at the table constitutes authorization to negotiate by both sides under the provisions of, and in accordance with, the Educational Employment Relations Act (“EERA”). (Government Code §§ 3540 et seq.)
2. Good Faith – It is the intent of both teams that negotiations be conducted at the bargaining table and in good faith towards achieving a CBA mutually beneficial to both the District and Association members.
3. Meetings – A schedule of meetings will be jointly determined. By mutual agreement, starting and ending times for each session may be altered if necessary.
4. Cancellations - The parties agree that they will endeavor to notify the other with as much advance notice as possible of any meeting cancellation.
5. Agenda – Before adjourning each meeting, the teams will confirm the date and time for the next meeting. To the extent practicable, at the end of each meeting each party shall attempt to identify the issues or interests anticipated to be discussed at the next meeting so as to enable full and informed discourse as well as the availability of resource people, if necessary.
6. Parking Lot - If no agreement has been reached on a particular item, the parties may agree to defer such item and negotiations may continue on other items.
7. Resources – Each team may bring to any negotiation meeting resource people as needed with 24 hours advance notice given to the other team’s lead negotiator. Resource people will abide by all ground rules listed in this document and will only participate during the time the item of expertise is being discussed.
8. Technology -- Unless mutually agreed, negotiations shall continue to be scheduled and conducted via Zoom. No audio or video recording is allowed.
9. Minutes – There will be no joint minutes. Each team will be responsible for keeping its own record.
10. Breaks and Caucuses – Either team may call for a break or caucus whenever deemed necessary. When a caucus is called, the teams requesting the caucus will provide a time estimate of the caucus, which may be updated.
11. Document Exchange – Proposals and counter proposals will be made in writing. Proposals will be presented via the “share screen” function, with Word (.doc/.docx) versions of the proposals provided to the other team as soon as reasonably practicable.
12. Proposal Format – In order to ensure consistent formatting and interpretation of proposals, both teams agree to maintain the same format in the exchange of written proposals in order for both teams to clearly and quickly identify proposed revisions to existing language. The following typeface will be used by both parties:

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Red underlined/strike-outs = Proposed addition/deletion
Black underlined/strike-outs = Agreed upon addition/deletion
Black Regular = Current language
Black Italic = Revert proposal to Current language
Blue/Bold = Notes or comments

- 13. Information Requests – Information requests shall be presented in writing as follows: DISTRICT to the Vice President of Human Resources; CCFF to the President of CCFF
- 14. Tentative Agreements – All tentative agreements achieved shall be reduced to writing, dated, and signed by the respective lead negotiators (AdobeSign may be used to collect signatures). The lead negotiators must, and other negotiation team members may, sign tentative agreements for their respective teams. All such dated and signed agreements remain tentative pending completion of the entire CBA. All tentative agreements are subject to final ratification of the entire CBA by the Federation membership and approval by the Board of Trustees.
- 15. Communications – Both teams have the responsibility to keep their represented constituents informed about the progress of negotiations. Each team has the right to make periodic progress reports to the team’s constituencies; such reports shall be truthful and designed to be informative of the bargaining process.
- 16. Confidentiality – If both lead negotiators agree that a conversation will be kept “off the record,” **then no notes will be taken and** all elements of the “off the record” exchange will be kept strictly confidential.
- 17. Both teams agree to conduct themselves with professionalism, civility, mutual respect and dignity. No bargaining team member shall be discouraged from being an active, vocal participant in discussions. However, respect for team members representing each party as well as the leadership of the District and the Association will be shown at all times. Unprofessional conduct and personal attacks may be grounds to end a negotiations session at the discretion of either lead negotiator.
- 18. All negotiation sessions shall be closed to the public.
- 19. These ground rules may be amended by mutual agreement.

For the District: <hr style="width: 100%;"/> Dr. Mercedes Gutierrez Vice-President, Human Resources/ Assistant Superintendent	For the Cerritos College Faculty Federation AFT Local 6215: <hr style="width: 100%;"/> Dr. April Bracamontes CCFF/Lead Negotiator <hr style="width: 100%;"/> Dr. Lynn Wang CCFF President
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