

1 **GROUND RULES GOVERNING NEGOTIATIONS**
2 **FROM THE PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE**
3 **PASADENA CITY COLLEGE FACULTY ASSOCIATION ("ASSOCIATION")**
4

5 **June 9, 2022**
6

7 The following ground rules governing negotiations have been agreed to by the bargaining teams for the
8 Pasadena Area Community College District ("District") and the Pasadena City College Faculty
9 Association ("Association") for the duration of the negotiations leading to a successor agreement to the
10 2017-2019 Collective Bargaining Agreement (CBA).
11

- 12 1. **Authorization – Presence at the table constitutes authorization to negotiate by both sides under**
13 **the provisions of, and in accordance with, the Educational Employee Rights Act ("EERA").**
14 **(Government Code §§ 3540 et seq.)**
15
- 16 2. **Good Faith – It is the intent of both teams that negotiations be conducted at the bargaining table**
17 **and in good faith towards achieving a CBA mutually beneficial to both the District and the**
18 **Association members.**
19
- 20 3. **Meetings**
 - 21
 - 22 a. **Due to the current pandemic, the teams agree to utilize on-line video technology (e.g.,**
23 **Zoom) to facilitate these negotiations. The teams agree that neither team shall record**
24 **(video or audio) the negotiation meetings except by mutual agreement. If any audio and/or**
25 **video recording is allowed, either team may request copies of the recordings. The teams**
26 **further agree not to redirect or rebroadcast the negotiation meetings beyond the identified**
27 **bargaining team members. Only identified bargaining team members, identified subject**
28 **matter experts, and/or other mutually agreed upon and identified individuals shall be**
29 **permitted to view, listen, or otherwise participate in these negotiations.**
30
 - 31 b. **The teams will mutually select the time and date of each negotiation meeting. By mutual**
32 **agreement, starting and ending times for each meeting may be altered if necessary.**
33 **Neither team may cancel without legitimate cause. Each team's chief negotiator must be**
34 **present at all negotiating meetings, unless both teams mutually agree to continue with one**
35 **or both absent.**
36
- 37 4. **Cancellations - The parties agree that they will endeavor to notify the other with as much advance**
38 **notice as possible of any meeting cancellation.**
39
- 40 5. **Agenda – Before adjourning each meeting, the teams will confirm the date, time, and location for**
41 **the next meeting. To the extent practicable, at the end of each meeting each party shall attempt to**
42 **identify the issues or interests anticipated to be discussed at the next meeting so as to enable full**
43 **and informed discourse as well as the availability of "experts" if necessary.**
44
- 45 6. **Parking Lot - If no agreement has been reached on a particular item, the parties may agree to**
46 **defer such item and negotiations may continue on other items.**
47
- 48 7. **Resources – Each team may bring to any negotiation meeting resource people or observers as**
49 **needed with 24 hours advanced notice given to the other team's chief negotiator. If both teams**
50 **mutually agree, resource persons may be invited to join any meeting immediately. Such persons**
51 **shall be regarded as resource people and not as team members. People used in this context shall**
52 **not include students or members of the media except as mutually agreed. Resource people will**
53 **abide by all ground rules listed in this document. By mutual agreement of the chief negotiators,**
54 **resource persons or observers may be asked to leave for all or a portion of the session.**
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- 56 8. Technology -- Computers, tablets, and cell phones will be permitted at the Table. No audio or
- 57 video recording is allowed except by mutual agreement. If any audio recording is allowed, either
- 58 team may transcribe copies of its recordings at that team's expense.
- 59
- 60 9. Minutes – There will be no joint minutes. Each team will be responsible for keeping its own
- 61 record.
- 62
- 63 10. Recesses and Caucuses – Either team may call for a recess or caucus whenever deemed
- 64 necessary. When a caucus is called, the teams requesting the caucus will provide a time estimate
- 65 of the caucus, which may be updated. A suitable caucus room will be made available for each
- 66 team.
- 67
- 68 11. Document Exchange – Proposals and counter proposals will be made in writing. Each side will
- 69 provide copies for all members of the two bargaining teams. Upon request, a party submitting a
- 70 proposal shall provide an electronic version of the proposal.
- 71
- 72 12. Information Requests – Information requests shall be presented in writing.
- 73
- 74 13. Tentative Agreements – All tentative agreements achieved shall be reduced to writing, dated, and
- 75 signed by the respective chief negotiators. The chief negotiators must, and other negotiation team
- 76 members may sign tentative agreements for their respective teams. All such dated and signed
- 77 agreements remain tentative pending completion of the entire CBA. All tentative agreements are
- 78 subject to final ratification of the entire CBA by the Association membership and approval by the
- 79 Board of Trustees.
- 80
- 81 14. Communications – Both teams have the responsibility to keep their represented constituents
- 82 informed about the progress of negotiations. Each team has the right to make periodic progress
- 83 reports to the team's constituencies; such reports shall be truthful and designed to be informative
- 84 of the bargaining process.
- 85
- 86 15. Confidentiality – If both chief negotiators agree that a conversation will be kept "off the record,"
- 87 then no notes will be taken and all elements of the "off the record" exchange will be kept strictly
- 88 confidential.
- 89
- 90 16. Both teams agree to conduct themselves with professionalism, civility, mutual respect and dignity.
- 91 No bargaining team member shall be discouraged from being an active, vocal participant in
- 92 discussions. However, respect for team members representing each party as well as the
- 93 leadership of the District and the Association will be shown at all times. Unprofessional conduct
- 94 and personal attacks may be grounds to end a negotiations session at the discretion of either
- 95 chief negotiator.
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- 97 17. All negotiation sessions shall be closed to the public unless otherwise agreed upon.
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- 99 18. These ground rules may be amended by mutual agreement.

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101	Pasadena City College Faculty Association	Pasadena Area Community College District
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