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

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**July 16, 2018**

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**2018-2019 COLLECTIVE BARGAINING**

The following Memorandum of Understanding entered into by and between the Coast Community College District (“District”) and the Coast Federation of Classified Employees, Local 4794 (“CFCE”), is expressly made pursuant to the Education Employment Relations Act and the current Collective Bargaining Agreement (“Agreement”).

The parties hereby agree to participate in a mutually agreed upon training related to Interest Based Bargaining and to identify and implement a hybrid model containing Interest Based Bargaining techniques, practices, and strategies for use during 2018-2019 collective bargaining.

Using this hybrid model, the parties will discuss their respective interests on an article or issue prior to presenting written proposals. Following the presentation of written proposals, the parties will continue their dialogue to determine areas of agreement and disagreement. In areas of disagreement, the parties will collaborate in identifying their respective interests and attempt to arrive at a mutually agreeable resolution that meets the stated interests of each party.

Additionally, the parties agree to the following ground rules for 2018-2019 negotiations (subject to change with mutual agreement between the parties):

1. The parties shall be allowed to take reasonable breaks.
2. Plan for absences.
  - a. Quorum:
    - CFCE Quorum = Chief Negotiator determines
    - MGT Quorum = Chief Negotiator determines
  - b. Properly trained alternates are permissible. Chief negotiators are responsible for bringing alternates up to speed, and alternate may sit in at any time.
3. Each team will have its own note taker.
4. Short checks on email or text messages are OK at the Table, if necessary, but if someone needs more time, step away from the table.
5. Caucuses: Either party may request a caucus at any time. The requesting party shall give an estimate of how long they anticipate the caucus to last and provide updates as needed.

- 41 6. Be able to bring in others to address specific issues.
- 42 7. No deal until reach agreement on everything; exceptions are by mutual agreement.
- 43 8. No direct dealing – do not negotiate with the other’s constituents.
- 44 9. Joint data collection is permissible if mutually agreed upon.
- 45 10. To the extent possible, resolve issues within a mutually agreed timeline.
- 46 11. Negotiations all happen in the full group.
- 47 12. Either party may send out negotiation updates about progress in negotiation to constituents.
- 48 13. Clean up the contract to be more user friendly.
- 49 14. Use subcommittees as appropriate.
- 50 15. One person speak at a time. Avoid side conversations.
- 51 16. Prioritize issues.
- 52 17. Bring everything forward to try and resolve issues.
- 53 18. To the extent feasible, distribute material relevant to specific agenda items 72 hours in advance of
- 54 negotiation sessions. People should read the materials in advance of the meeting.
- 55 19. The parties will mutually develop an agenda for the next meeting at the end of each meeting. In
- 56 the event of there is no agenda, the parties agree to begin the session by mutually constructing an
- 57 agenda.
- 58 20. At the beginning of each session review status report.
- 59 21. Exchange proposals in writing, followed by electronically to chief negotiators.
- 60 22. Written proposals should include the date and party submitting the proposal. Unless otherwise
- 61 mutually agreed, proposals shall address entire articles rather than individual sections or parts.
- 62 23. The teams will agree on a method to delineate current and proposed language:

**Red underlined/strike-outs** = New language/rejections

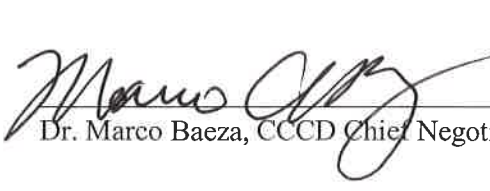
**Black underlined/strike-outs** = Believed agreed language/rejections


Black Regular = Old language

**Blue Bold** = Notes or comments

- 67 24. Both teams will have access to a secure printer.

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71 Connie Marten, CFCE Chief Negotiator/Date

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74  7/16/18  
75 Dr. Marco Baeza, CCCD Chief Negotiator/Date

76  8/1/18  
Mary L. Hornbuckle, Board President/Date