

GUIDELINES FOR MEET AND CONFER 2015/16
Between the
ASSOCIATION OF CLASSIFIED CLASSIFIED EXEMPT STAFF (ACES)
and the
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

1. The purpose of Meet and Confer sessions is to allow ACES, the Classified Exempt employee representative group, and the Management Team, a group comprising Administrators, to provide input for the development of personnel policies directly and substantially related to wages, salaries and working conditions (PCCCD Board Policy 4001).
2. The Management Team, which represents the PCCCD Board of Governors, and the ACES Team agree to deal with the other honestly and in a good faith effort to secure agreement. It is the responsibility of the Chief Spokesperson of the Board's Management Team to represent ACES's and Management's viewpoint(s) on items to the Board of Governors in Executive Session. Other communication, with the Board's authorization, may include representatives of Management and/or ACES participating in Board study sessions and/or presenting at Board meetings.
3. The 2015/16 Meet and Confer process will begin on February 5, 2015. Meetings will be held on the first and third Thursday of each month during agreed-upon times and convened by the Chief Spokespersons. The goal for conclusion of this year's Meet and Confer is no later than April 16, 2015, unless it is extended by mutual agreement of all parties. The meeting locations, which include the Pima Community College District Office Room C-228, and potentially sites on the campuses, will be arranged by the Management Team. Any change in meeting times and dates will be mutually agreed upon by the Chief Spokespersons for both parties. An informal agenda will be set for the next meeting before the close of each session, and should include at least two proposals from each Team. ACES will distribute the agenda and the meeting times to classified Exempt members. The Management Team will distribute the agenda and the meeting times to the Administration and the Board of Governors.
4. At the conclusion of each Meet and Confer session, a comment period of 15 minutes will be provided to allow individuals who are not part of the process the opportunity to provide input. Each speaker will be limited to three minutes and may only comment on policies or issues that pertain to full-time, classified Exempt employees. ACES and Management Team members will not enter into an open-ended discussion on the topic. However, Team members may ask questions for clarification of the speaker(s).

Input from others may occur when, with advance notice of one week whenever possible, either Team brings an invited guest with expertise relevant to a particular issue under discussion.

Invited guests and other observers are welcome to remain in the room for the remainder of the session. However, comments, notes passed to Team members, or other interactions with either Team will cease once the open comment period or discussion of the topic requiring external expertise has ended.

5. An ex officio member supports the process by offering additional expertise or providing background research. These individuals are not decision-makers for either Team but may participate during meet and confer sessions. Both Teams must approve ex officio membership.
6. Ideas, topics, and/or draft proposals will begin the exchange process by February 2, 2015. Proposals should be in legislative style and must be prioritized in order of importance. It is the responsibility of the Chief Spokespersons to exchange proposals. Proposals must be submitted and discussed by March 5, 2015; no new proposals may be submitted after this date. ACES and the Management Teams agree not to exclude an item from discussion simply because the topic was discussed and agreement reached in previous years. In presenting or responding to proposals, ideas, and/or topics, both Teams will seek to provide explanation for their positions. At any time, any Team may call an executive session to confer briefly and privately with Team members.
7. In the event that the Chief Spokesperson for either Team cannot attend a meeting, a member of the Team may substitute for the absent Chief or the meeting will be postponed.
8. The sessions may be recorded with notification to all participants, and each group will be responsible for keeping its own minutes or meeting notes. Meetings may not be transmitted without the agreement of both Teams. The electronic recordings, or any portion thereof, will not be released to any person other than the members of the ACES or Management Meet and Confer Teams. By July 1, 2015, any recordings will be destroyed or erased.
9. A draft summary report of each meeting will be prepared by a person appointed by the Management Team and distributed for review to the Chief Spokespersons (or their designee(s)) of both Teams within four working days of the meeting. The Chief Spokespersons (or their designee(s)) will confer on the draft summary report and with mutual approval will forward the report to their respective Teams. The draft summary report will be jointly approved by the Teams at a subsequent meeting, and distributed to the Classified Exempt employees by the ACES Team and to the Administration and Board of Governors by the Management Team.
10. ACES and Management Teams reserve the right to communicate with constituents. ACES and Management Teams agree to speak to the issues and not identify personal perspectives or statements made by any individual Team member during Meet and Confer.

ACES solicits input from classified exempt staff through written requests and meetings regarding issues and concerns relevant to Classified Exempt employees and incorporates that input into ACES's proposal.

The Management Team solicits input from Administrators through written requests and meetings regarding issues pertaining to Classified Exempt employees and incorporates that input into the Management proposals as well as to Management responses to ACES proposals. The Management Team also receives direction from the Board of Governors regarding economic items under discussion.

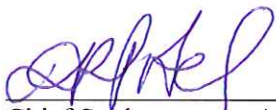
11. Special information sessions and open forums may be held so that the ACES and Management Teams can jointly receive input from classified Exempt employees and Administrators who are not part of the Meet and Confer discussions. These information sessions will be on pre-announced topics. The topics and schedule will be mutually agreed to by both Teams. Rules for presentation of information in the session will be mutually formulated and agreed to by both Teams prior to the first special information session. Locations and other arrangements for the special information sessions will be arranged by the Management Team and communicated to the College community.
12. Management and ACES agree to facilitate Meet and Confer by sharing Meet and Confer information received. ACES may submit additional data requests as needed. Management will provide ACES with the data as soon as reasonably possible or provide a projected timeline for delivery of the data. ACES's written request for information will include a brief rationale for the request. ACES will use these data to prepare presentations and to develop proposals and conduct Meet and Confer on behalf of Classified Exempt employees. If the Management Team is unable to provide the information, an explanation will be given in writing.
13. Each Team will carry the necessary authority to make proposals, to utilize interest-based collaboration strategies, and to make tentative agreements within the set of topics identified as part of Meet and Confer by Board Policy 4001, subject to final decision by the PCCCD Board of Governors. When tentative Meet and Confer agreements are reached, the proposed language and Memoranda of Understanding (MOUs) will be submitted to the College's attorney by the Management Team. The Chief Spokespersons for ACES and Management Meet and Confer Teams, prior to the Governing Board's final decision, will review any substantial content or wording changes.

For those proposals and issues on which there is disagreement, either Team may present the Board with a brief written statement setting forth its position on the proposal or issue. A copy of the statement will be given to the other Team.

14. As long as both Teams are in agreement that Meet and Confer is an active process, both Teams agree not to initiate contact with the public press outside of the provisions agreed to in this document. If either Team is contacted by the press, the information requested or questions raised will be forwarded to both Teams' Chief Spokespersons.

If during the active meet and confer process, ACES concludes that continuing meet and confer on an issue is unlikely to produce agreement on that issue, ACES reserves the right to initiate contact with the public press.

15. ACES reserves its rights to association activities, private or public.



Chief Spokesperson, ACES (Feb 5, 2015)



Chief Spokesperson, PCCCD (Feb 5, 2015)