


SBCCDTA – SBCCD Meeting Norms (Final)
2022 – 2023

1. Meeting times and locations will be mutually agreed to by both parties.
2. There will be no electronic recording devices used in the negotiations process. All research is to be done outside of meetings and if the use of cell phones are necessary the party will excuse themselves from the room. Laptops will be utilized for note-taking purposes only.
3. Our objectives are outcomes which best serve our members, our colleges, our students, and our communities.
4. We communicate honestly in a manner that enables and encourages each of us to take advantage of the knowledge in the room.
5. We respect one another’s individual and group roles and responsibilities.
6. We are responsible for our decisions both as individuals and as a group.
7. All proposals will be submitted in writing to the other side and a signed copy returned for receipt.
8. There will be no negotiations with any members away from the table.
9. The teams will not utilize separate workgroup or collaboration meetings; all items will be discussed at the negotiations table.
10. Both teams may share proposals with their respective constituents/SME’s (i.e., managers/faculty directly affected).
11. Dialogue will be led through the chairperson of each team or the member of the respective negotiations team with the most knowledge on the topic being discussed.
12. Either team may call a caucus at any time.
13. An agenda will be agreed upon by both parties by the Wednesday prior to each meeting.
14. Color scheme: black = existing language; blue = SBCCDTA; red = District; green = Agreed; ~~green~~ = Agree to remove

For the District:



Kristina Hannon, SBCCD

Date:

For the Association:



Richard Jaramillo, SBCCDTA

Date: 11-30-22