

This is sent on behalf of the Negotiations Team, YFA/YCCD:

Written by Jillian Daly and approved by the Negotiations Team.

Table Talk

Faculty Contract Negotiations

March 17, 2008

Members Present: Jillian Daly, Brian Sanders, Karen Walters Dunlap, Diane Wirth ,
Gene Womble

Scribe: Gloria Plasencia

Facilitator: Victoria Simmons

1. The meeting started at 3:30pm and we reviewed and approved the minutes and *Table Talk* for the March 10, 2008 negotiations meeting.
2. We examined a rough draft of verbal instructions to be read to students when administering Student Evaluations. After some revision at the table, we approved a final draft of the document.
3. We listened to the latest report from the Scantron Task Force (a group of Executive Administrator Assistants) and learned that we are looking into purchasing software that would need its own server. Estimated cost might be \$30,000. We agreed that if the new equipment has not been purchased by the beginning of Fall semester, all divisions would use old Scantron machines and forms when administering the new Student Evaluations, and Administrative Assistants would type up narrative responses. Finally, we forwarded the decision-making process for this issue to Administration.
4. We next reviewed and approved the Student Evaluation and Peer Observation Forms for Faculty Teaching Online. These forms, like all the new evaluation forms, were created in a work group with faculty members from both colleges, and this particular work group included faculty from each college's Virtual Classroom Committee and the MJC Coordinator for IT and Distance Education. The work group had used the template of the "on ground" Student Evaluation and Peer Observation Forms for Instructional Faculty and had made appropriate changes in order to address the modality of teaching online—for instance, instead of observing "Organization" within a classroom visit, faculty will be evaluating "Navigation" within an instructor's site teaching online.
5. We reviewed areas of the contract where we would need to include the phrase "Use forms in Appendix C-5," the new appendix for all the evaluation forms.
6. We reviewed an Index that will begin the new Appendix C-5 and will explain what forms should be used for the evaluation process and directions for their use.
7. We reviewed and approved the Summary of the Tentative Agreement that will go out to the YFA membership as part of the ratification process.
8. We reviewed and approved the mutual re-opener for 2008-2009 and discussed the sunshine process. Our mutually agreed upon re-opener is as follows:

Mutual The YFA and District have an interest discussing compensation and benefits for the 2008-2009 fiscal year (Article 13 and Appendix A).

9. We agreed that both the YFA and District would submit this re-opener mutually to the District Board in August, that the re-opener would be sunshined in September, and that we would then get back to the negotiations table in October. We also agreed to negotiate in the Fall on Fridays.
10. We agreed to create an ongoing Labor/Management Committee to meet once a month beginning in May to informally discuss contractual issues. We also agreed that ground rules and process would need to be created mutually.
11. We moved on to discuss the ratification process for YFA and tentatively agreed that the faculty ratification vote would take place in April with Board approval targeted for May.
12. We then looked at our “Hot Topic” list we had been creating throughout the negotiations process of issues that came into discussion but which were outside of our agreed upon negotiations topics for this round. We agreed to have the Labor/Management Committee review and prioritize the list, with input from constituents.
13. Finally, we agreed to spend part of the Summer reviewing the Faculty Contract with Lucy Munoz for correct insertion of all newly ratified contractual language and fixing errors (typos, etc.) within the current contract. Faculty will receive the new contracts by Institute Day this August.

The *final* negotiations meeting ended at 6:30pm.