

**GROUND RULES GOVERNING NEGOTIATIONS
BETWEEN THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT and the
ANTELOPE VALLEY COLLEGE FEDERATION OF TEACHERS**

June 9, 2025

The following ground rules governing negotiations have been agreed to by the bargaining teams for the Antelope Valley Community College District ("District") and the and the Antelope Valley College Federation of Teachers for the duration of the negotiations leading to a successor agreement to the 2023-2025 Collective Bargaining Agreement (CBA).

1. Authorization – Presence at the table constitutes authorization to negotiate by both sides under the provisions of, and in accordance with, the Educational Employee Rights Act ("EERA"). (Government Code §§ 3540 et seq.)
2. Good Faith – It is the intent of both teams that negotiations be conducted at the bargaining table and in good faith towards achieving a CBA mutually beneficial to both the District and the Federation Unit members.
3. Meetings and Venues – A schedule of meetings will be jointly determined. By mutual agreement, starting and ending times for each session may be altered if necessary. Each team's chief negotiator(s) must be present at all negotiating sessions, unless both teams mutually agree to continue with one or both absent. Meetings shall be arranged to occur in a designated venue (location or modality) when scheduled, whether in-person or by zoom or another online format. The Parties agree that the preferred format will be in-person.
4. Cancellations - The parties agree that they will endeavor to notify the other at least two business days in advance, unless the cancellation is caused by an urgent and unforeseen event, in which case the cancelling party will provide as much advance notice as possible of any meeting cancellation.
5. Agenda – Before adjourning each meeting, the teams will confirm the date, time, and venue for the next meeting. To the extent practicable, at the end of each meeting each party shall attempt to identify the issues or interests anticipated to be discussed at the next meeting so as to enable full and informed discourse as well as the availability of "experts"/resource people if necessary.
6. Parking Lot - If no agreement has been reached on a particular item, the parties may mutually agree to defer such item and negotiations may continue on other items.
7. Reconsideration - Any participant may request that an issue be reconsidered (i.e. raise a "second thought") if new information is available or the participant identifies a new way to improve upon a previous solution. The reconsideration of issues that have previously been tentatively agreed to and signed requires the mutual approval of both parties.
8. Resources – Each team may bring to any negotiation meeting resource people as needed with 24 hours advanced notice given to the other team's chief negotiator. If both teams mutually agree, resource persons may be invited to join any meeting immediately. Such persons shall be regarded as resource people and not as team members. People used in this context shall not include students or members of the media except as mutually agreed. Resource people will abide by all ground rules listed in this document. By mutual agreement of the chief negotiators, resource persons may be asked to leave for all or a portion of the session.
9. Technology -- Computers, tablets, and cell phones will be permitted at the Table. No audio or video recording is allowed except by mutual agreement.
10. Minutes – There will be no joint minutes. Each team will be responsible for keeping its own record.

11. Communication between sessions should go via e-mail through the following team members: AVCFT – Scott Lee (scott.lee@avc.edu); AVCCD - Dr. Lauren Elan Helsper (lauren.elanhelsper@avc.edu), and Josh Taylor, District Counsel (jtaylor@mcdougallawfirm.com).
12. Recesses and Caucuses – Either team may call for a recess or caucus whenever deemed necessary. When a caucus is called, the teams requesting the caucus will provide a time estimate of the caucus, which may be updated.
13. Document Exchange – Proposals and counter proposals will be exchanged electronically in writing utilizing standard word processing format. Proposals and counter-proposals shall not use MSWord’s “tracked” function, but shall be modified in accordance with the following key:
- Unchanged existing language
~~Deleted proposal language~~
Added proposed language
Accepted deletion
Accepted addition
Terms Language highlighted that may be ~~agreed~~ acceptable, but with questions.
Undeleted existing language (i.e., one party deleted it and the other put it back)
[Notes for clarification; not to be included in the TA/CBA]
14. Information Requests – Information requests shall be presented in writing to the designated representatives identified in Paragraph 11.
15. Tentative Agreements – All tentative agreements achieved shall be reduced to writing, dated, and signed by the respective chief negotiators. The chief negotiators must, and other negotiation team members may sign tentative agreements for their respective teams. All such dated and signed agreements remain tentative pending completion of the entire CBA. All tentative agreements are subject to final ratification of the entire CBA by the Federation membership and approval by the Board of Trustees.
16. Communications – Both teams have the responsibility to keep their represented constituents informed about the progress of negotiations. Each team has the right to make periodic progress reports to the team’s constituencies.
17. Confidentiality – If chief negotiators agree that a conversation will be kept “off the record,” then no notes will be taken and all elements of the “off the record” exchange will be kept strictly confidential.
18. Both teams agree to conduct themselves with professionalism, civility, mutual respect and dignity. No bargaining team member shall be discouraged from being an active, vocal participant in discussions.
19. All negotiation sessions shall be closed to the public unless otherwise agreed upon. The Parties reserve the right to reopen these ground rules for the purpose of negotiating the presence of the Federation’s membership as observers during negotiations.
20. These ground rules may be amended by mutual agreement. Either party may initiate a discussion to reconsider these ground rules.

ANTELOPE VALLEY COLLEGE FEDERATION
OF TEACHERS



ANTELOPE VALLEY COLLEGE DISTRICT



116
117
118
119
120
121
122


Jason L Elias (Jun 10, 2025 14:59 PDT)



Dist-Prop-Ground Rules 2025-06-09 1

Final Audit Report

2025-06-12

Created:	2025-06-10
By:	Lauren Elan Helsper (lauren.elanhelsper@avc.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAABqy7FnO7XCRgU2Ek9zDoTp-0FIOREBKf

"Dist-Prop-Ground Rules 2025-06-09 1" History

-  Document created by Lauren Elan Helsper (lauren.elanhelsper@avc.edu)
2025-06-10 - 9:38:44 PM GMT- IP address: 207.233.90.1
-  Document emailed to jelias@cft.org for signature
2025-06-10 - 9:39:39 PM GMT
-  Document emailed to Joshua Taylor (jtaylor@mcdougallawfirm.com) for signature
2025-06-10 - 9:39:39 PM GMT
-  Document emailed to Scott Lee (scott.lee@avc.edu) for signature
2025-06-10 - 9:39:39 PM GMT
-  Email viewed by jelias@cft.org
2025-06-10 - 9:39:49 PM GMT- IP address: 74.125.209.38
-  Signer jelias@cft.org entered name at signing as Jason L Elias
2025-06-10 - 9:59:16 PM GMT- IP address: 104.28.123.86
-  Document e-signed by Jason L Elias (jelias@cft.org)
Signature Date: 2025-06-10 - 9:59:18 PM GMT - Time Source: server- IP address: 104.28.123.86
-  Email viewed by Scott Lee (scott.lee@avc.edu)
2025-06-10 - 11:42:57 PM GMT- IP address: 108.147.175.76
-  Email viewed by Scott Lee (scott.lee@avc.edu)
2025-06-12 - 2:31:04 AM GMT- IP address: 142.129.73.206
-  Document e-signed by Scott Lee (scott.lee@avc.edu)
Signature Date: 2025-06-12 - 2:37:37 AM GMT - Time Source: server- IP address: 142.129.73.206
-  Email viewed by Joshua Taylor (jtaylor@mcdougallawfirm.com)
2025-06-12 - 7:38:56 PM GMT- IP address: 47.144.197.14



Adobe Acrobat Sign



Document e-signed by Joshua Taylor (jtaylor@mcdougallawfirm.com)

Signature Date: 2025-06-12 - 7:39:49 PM GMT - Time Source: server- IP address: 47.144.197.14



Agreement completed.

2025-06-12 - 7:39:49 PM GMT



Adobe Acrobat Sign