

PROPOSED
GROUND RULES GOVERNING NEGOTIATIONS
BETWEEN THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT and the
ANTELOPE VALLEY FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683

August 12, 2025 (Union Counter #3)

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 CLASSIFIED EMPLOYEES for the duration of the negotiations leading to a successor agreement to the 2022-2025-2028 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, unless agreed to by mutual agreement. When conducted via Zoom/remote software, each participant may be co-located with other members of their negotiation team, but shall otherwise ensure that they are not sharing the audio/video of the negotiation session with any unauthorized persons.
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 with as much advance notice as possible of any meeting cancellation.
5. Agenda – Before adjourning each meeting, the teams will confirm the date, time, and locationvenue 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 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 or observers 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 or observers may be asked to leave for all or a portion of the session.

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58 9. Technology -- Computers, tablets, and cell phones will be permitted at the Table. No audio or video
59 recording is allowed except by mutual agreement. **If any audio recording is allowed, either team**
60 **may transcribe copies of its recordings at that team's expense.**
61
- 62 10. Minutes – There will be no joint minutes. Each team will be responsible for keeping its own record.
63
- 64 11. Communication between sessions should go via e-mail through the following team members:
65 AVCFCE –Pamela Ford (**pamela.ford@avc.edu**), Ahrien T. Johnson (**ajohnson@cft.org**), Jason
66 Elias (Interim) (**jelias@cft.org**), AVCCD: District Negotiation Team, Dr. Lauren **Elan** Helsper
67 (**lauren.elanhelsper@avc.edu**), and Josh Taylor, District Counsel
68 (**jtaylor@mcdougallawfirm.com**).
69
- 70 12. Recesses and Caucuses – Either team may call for a recess or caucus whenever deemed
71 necessary. When a caucus is called, the teams requesting the caucus will provide a time estimate
72 of the caucus, which may be updated.
73
- 74 13. Document Exchange – Proposals and counter proposals will be exchanged electronically in writing
75 utilizing standard word processing format. ~~Each side will provide copies for all members of the two~~
76 ~~bargaining teams. Upon request, a party submitting a proposal shall provide an electronic version~~
77 ~~of the proposal.~~ **Proposals and counter-proposals shall not use MSWord's "tracked"**
78 **function, but shall be modified in accordance with the following key:**
79
- 80 Unchanged existing language
81 ~~Deleted proposal language~~
82 Added proposed language
83 ~~Accepted deletion~~
84 Accepted addition
85 Terms Language highlighted that may be agreed acceptable, but with questions.
86 *Undeleted existing language* (i.e., one party deleted it and the other put it back)
87 **[Notes for clarification; not to be included in the TA/CBA]**
88
- 89 14. Information Requests – Information requests shall be presented in writing **to the designated**
90 **representatives identified in Paragraph 11.**
91
- 92 15. Tentative Agreements – All tentative agreements achieved shall be reduced to writing, dated, and
93 signed by the respective chief negotiators. The chief negotiators must, and other negotiation team
94 members may sign tentative agreements for their respective teams. All such dated and signed
95 agreements remain tentative pending completion of the entire CBA. All tentative agreements are
96 subject to final ratification of the entire CBA by the **Association Federation** membership and
97 approval by the Board of Trustees.
98
- 99 16. Communications – Both teams have the responsibility to keep their represented constituents
100 informed about the progress of negotiations. Each team has the right to make periodic progress
101 reports to the team's constituencies; such reports shall be truthful and designed to be informative
102 of the bargaining process.
103
- 104 17. Confidentiality – If chief negotiators agree that a conversation will be kept "off the record," then no
105 notes will be taken and all elements of the "off the record" exchange will be kept strictly confidential.
106
- 107 18. Both teams agree to conduct themselves with professionalism, civility, mutual respect and dignity.
108 No bargaining team member shall be discouraged from being an active, vocal participant in
109 discussions. However, respect for team members representing each party as well as the leadership
110 of the District and the Federation will be shown at all times. Unprofessional conduct and personal
111 attacks may be grounds to end a negotiations session at the discretion of either chief negotiator.

19. All negotiation sessions shall be closed to the public unless otherwise agreed upon.

~~20. Observers — Observers may be present at bargaining sessions.~~

201. These ground rules may be amended by mutual agreement.

ANTELOPE VALLEY COLLEGE FEDERATION
OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT
