

**AAUP-KSU and Kent State University
Collective Bargaining 2018
Ground Rules**

1. Bargaining Teams

- **Size**
Each bargaining team shall consist of not more than five (5) members. No more than five (5) members, including alternates, from each team may attend any bargaining session, except as designated below.

- **Team Members**

The AAUP-KSU bargaining team members are:

- Deborah Smith (chief negotiator)
- Gina Zavota
- Lee Fox-Cardamone
- Christopher Fenk
- Theresa Walton-Fisette
- Jean Engohang-Ndong (alternate)
- Cynthia Kristof (alternate)
- Coleen Taylor (alternate)

The University's bargaining team members are:

- Jack Witt (chief negotiator)
- Sue Averill
- Angela Spalsbury
- Kenneth Burhanna
- Amoaba Gooden

- **Alternates**
Alternates will not regularly attend bargaining sessions but may be used as substitutes when a regular member is unable to attend. Alternates may attend sessions as observers whenever presentations by resource people are made.

- **Quorum**
At least three (3) members from each team must participate in all negotiation sessions and one (1) member of each team must always be the chief negotiator for each team.

2. Bargaining Sessions

- **Scheduling**
Bargaining sessions will be scheduled with consideration for teaching assignments and

administrative responsibilities of bargaining team members.

Currently, bargaining sessions have been scheduled for the following dates and times: 11:00 a.m. on June 11, 2018 and 11:00 a.m. on June 27, 2018.

Other dates will be added as needed and agreed.

- **Location**

The Kent Student Center is the preferred location, whenever possible. AAUP-KSU will use room KSC 308 as its caucus room through August 28, and thereafter, provided it remains available. If it is unavailable, comparable long-term accommodations will be arranged. Negotiations will occur in the designated reserved room.

- **Schedule Changes**

Whenever possible, each party will give forty-eight (48) hours advance notice if there is a need to reschedule or cancel a scheduled bargaining session. The parties may schedule additional meetings, as needed.

- **Attendees**

Normally, only bargaining team members may attend bargaining sessions. All negotiation sessions are closed to the public including students and media.

The parties may agree to permit other observers; however, observers are not permitted to participate in any bargaining session.

Either party may bring resource persons to bargaining sessions with at least twenty-four (24) hours notice to the other party, unless mutually agreed otherwise. Resource persons may present on a topic and respond to questions; however, resource persons are not permitted to participate in any bargaining session.

- **Goal for Completion**

The parties will attempt to reach a tentative agreement by 11:59 p.m., August 18, 2018.

- **Agenda**

Whenever possible, prior to each scheduled negotiating session, the chief negotiators shall confer and set the agenda for the session. The chief negotiators shall take turns preparing the agreed-upon agenda. Each chief negotiator will distribute copies of the agenda to his/her bargaining team.

- **Caucus**

Either chief negotiator may call for a caucus whenever he/she deems it is necessary. Time limits will be determined by the chief negotiators. Generally, caucuses will be kept to a minimum and will not last longer than fifteen (15) minutes.

3. Communications

- **Exchange of Issues**

No later than June 11, 2018, the chief negotiators shall meet and exchange a complete list of articles, addenda, attachments, schedules, and side letters that they plan to modify, eliminate or newly introduce during the negotiations. Either party may withdraw its request to discuss an article, addendum, attachment, schedule, or side letter at any time.

Barring unforeseen circumstances or events, the parties intend not to identify any additional articles, addenda, attachments, schedules, or side letters that they plan to modify, eliminate, or newly introduce after the final exchange of articles, addenda, attachments and schedules on June 11, 2018.

- **Proposals**

When possible, the parties will provide proposals and counter proposals in electronic Word format (.doc or .docx) at least twenty-four (24) hours before the bargaining session at which the proposal or counter proposal will be discussed. The parties may also elect to provide proposals or counter proposals at bargaining sessions. When proposals and counter proposals are provided at least twenty-four (24) hours before a bargaining session, each party is responsible for bringing its own copies. When proposals and counter proposals are provided at a bargaining session, the party who presents the proposal or counter proposal will bring enough copies for both teams.

The parties accept as a guideline the following: Proposals and counter proposals will be provided in "redline" format with deletions appearing as strikethroughs and additions appearing with underlining. Initial proposals will be redlined to the current *Collective Bargaining Agreement*. If a counter proposal is redlined to the other party's previous proposal, all language changes proposed by either party will be designated in redline with only the text of the current *Collective Bargaining Agreement* appearing in black type. In cases where the intent will be clearer, counter proposals may be redlined to either the current *Collective Bargaining Agreement* or the proposing party's previous proposal. In all cases, proposals and counter proposals will include the following: (i) the date of the proposal, (ii) the proposing party, and (iii) the name of the document to which the current proposal or counter proposal is redlined.

- **"Off the Record" and Sidebars**

If both chief negotiators agree that a conversation at the table will be kept "off the record" then no notes will be taken.

In order for negotiations to progress, there may also be a need for side bar meetings away from the table. If there is an agreement to share information in a side bar meeting, the parties agree that at least two (2) team members will attend any such side bar and that one (1) of the members of each team must be the chief negotiator. Unless mutually agreed otherwise, the information that is shared during the side bar meeting will not be

repeated at the bargaining table.

- **Media Communications**

Communication with the media is governed by Article XXIV, Section 2.G of the current *Collective Bargaining Agreement*.

- **Constituency Communications**

Each party has the right to make regular progress reports to its constituents.

4. Notes

The parties have agreed to equally share the cost of a transcriptionist for all bargaining sessions. Notes from the transcriptionist are to be distributed to the chief negotiators on the day following the bargaining session memorialized. The parties agree to treat bargaining session notes recorded by the transcriptionist with the same degree of confidentiality as they would bargaining notes created by each party individually. Unless mutually agreed otherwise, distribution of the bargaining notes recorded by the transcriptionist is to be strictly limited to members of the bargaining teams, counsel, and leadership teams. The parties agree that bargaining notes recorded by the transcriptionist may be used in the same manner that bargaining notes created by each party could be used in cases where bargaining history is helpful to resolve a dispute between the parties concerning contractual interpretation and/or intent.

Each party may also keep its own unofficial record of the negotiations. No recording devices, other than that used by the transcriptionist, will be permitted during the bargaining sessions. However, laptop/tablet computers and handheld PCs may be used for taking notes. All personal communication devices (e.g., cell phones) should be set to vibrate or turned off during bargaining sessions. No outgoing communications (text messages, instant messages, tweets, etc.) should be made during a bargaining session. If an outgoing communication must be made, a caucus should be requested.

5. Tentative Agreements

Preliminary tentative agreements on specific issues will be reduced to writing, dated, and initialed by both chief negotiators. All such agreements shall remain tentative pending completion of the final agreement.

Only the chief negotiators may initial tentative agreements. Either team may request that a tentative agreement on a specific issue be placed on hold until after consultation with its constituents, as appropriate.

Current contract language that is unchanged continues unchanged in the new contract.

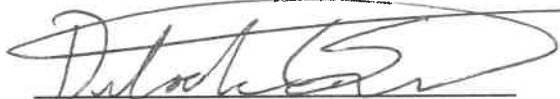
6. Ratification

Each party will follow its own process for ratification of the final agreement.

7. Housekeeping Issues

The chief negotiators will mutually agree upon housekeeping issues, which may include typographic errors, format errors, and/or possibly unclear language in the text of the current collective bargaining agreement. Either party may note such errors during bargaining sessions or at the end of the negotiations. Upon the mutual agreement of the chief negotiators, such errors will be corrected in the text of the agreement up until the publication of a new agreement.

The parties agree that the items listed above represent the agreed-upon ground rules for collective bargaining.



Deborah C. Smith
Chief Negotiator, AAUP-KSU

6/11/18
Date



Jack Witt
Chief Negotiator, KSU

06/01/18
Date