

## LCC-LCCEA ~~Common Course Numbering~~ Spring 2023 Interim Bargaining

### Bargaining Ground Rules:

1. Anyone can attend the bargaining sessions; attendees who are not part of the official bargaining teams shall attend as silent observers ~~and may not speak or participate in the bargaining session.~~
2. Either team may invite guests as speakers to negotiations. Both teams will give the other team at least 24 hours advance notice **when feasible** including identifying the guest(s) ~~and the reason(s) or topic(s) on which they will be speaking.~~
3. Sessions will be recorded by one or both teams. **All** recordings shall be provided to each team upon completion of the meeting. ~~When the recording device produces transcripts or contains chat history, these records will be provided along with the recording.~~ **When Zoom serves as the recording device, all three recording files shall be provided to each party. For in-person meetings or if Zoom recording through a dTen is determined to be insufficient by either party, the College shall provide an audio recording device, make recordings, and provide them to LCCEA upon completion of the meeting.**
4. Proposals and counter-proposals, or mark-ups or strikethroughs of prior proposals, shall be provided in electronic format **no later than the time of presentation. Paper proposals shall be provided for all in-person sessions.** ~~prior to presentation. Electronic format will be defined as MS WORD file format. There is no expectation of formal response during the session when a proposal is first presented.~~ **While it is understood that a formal response may or may not be possible during the session when a proposal is first presented, the parties will make their best efforts to respond to proposals in a timely manner.**
5. Changes and mark-ups of proposals shall follow standard conventions within the MS WORD file format documents (strike through, bold, italics etc.)
6. Meetings shall begin ~~and end~~ on time
7. ~~Nothing from negotiations shall be considered formal or official until provided as a proposal or document in the MS WORD file format.~~
8. Calendar invitations shall be transparent, showing time, date, location/meeting options, and all invitees.
9. **Each team shall designate and identify an official spokesperson.**