

**Cuesta College Federation of Teachers
and
Cuesta College Academic Senate**

Liaison Agreement

I. Statement of Principle

The Cuesta College Academic Senate (Senate) and the Cuesta College Federation of Teachers (CCFT) enter into this agreement in order to promote mutual understanding between the two organizations and among the faculty. The purpose of this agreement is to clarify their separate, but sometimes overlapping, functions and responsibilities and to establish procedures for consultation when responsibilities overlap. The parties to this agreement affirm their mutual commitment to academic quality, to student success, to faculty governance, and to improved working conditions for the faculty.

II. Recognition (reference Memo of Understanding)

- A. The CCFT recognizes that the Senate represents the faculty in matters that pertain to its sole and primary responsibilities.
- B. The Senate recognizes that the CCFT represents the faculty in matters that pertain to its sole and primary responsibilities.
- C. Both the Senate and the CCFT recognize the need for collegial consultation in those matters in which there are overlapping responsibilities.

III. Consultation

A. Informal Consultation

Both the CCFT and the Senate encourage informal consultations on a regular, as needed basis. Consultation is likewise encouraged between the CCFT's Policy Writing Committee and the Senate's Professional Standards Committee.

Consultation must be serious and considered, but it does not require that one organization incorporate the other's suggestions. It is understood that consultation should be initiated in a timely manner by the party having primary responsibility for the area in question. Consultation should take place whenever an issue (subject to consultation) is being considered for revision or other significant action.

On bargainable issues that are also subject to consultation, the consultation will be initiated before a tentative agreement in negotiations is achieved. The incorporation of an existing board policy into a contract proposal does not in itself constitute a consultation: consultation is still required.

B. Request for Formal Consultation

Definition: Formal consultation requires written communication from the president of one organization to the other. It must include the following: 1) a statement of the issue or policy on which consultation is being sought; 2) a request for a response from the governing body of each organization (CCFT: Executive Board; Senate; Senate Council); and 3) a deadline for the response.

Every effort must be made to give the other organization as much time as possible to respond; however, the demands of the negotiating process might make it necessary for the CCFT to require a response with short notice.

C. Joint Governing Board Meetings

Each semester there will be a meeting between the Senate Council and the CCFT Executive Board to open lines of communications about each organization's plans for the semester and discuss areas of common concern.

D. Conflict Resolution

Each governing board will annually appoint a liaison person. The liaisons are to work together to mediate disputes and to recommend solutions to the two governing bodies. Neither the CCFT President nor the Senate President may serve as liaison.

Activation of process: liaison will convene at request of either president after approval of his/her respective boards.

CCFT/Senate liaison Agnnt 12/5

**Senate/Union Memo of Understanding
(subject to change by mutual agreement)**

I. Sole Responsibility

A. Areas of sole responsibility of CCFT (no consultation required)

1. compensation
2. workload
3. working hours
4. job descriptions
5. grievances
6. vacation, leave
7. personnel files
8. reprimand policy
9. retraining policy
10. seniority
11. lay-off
12. benefits
13. discrimination
14. promotions
15. in-service training related to wages, hours, safety, promotion, grievance
16. safety
17. contracting of instruction

B. Areas of sole responsibility of the Senate (no consultation required)*

1. curriculum
2. degree and certificate requirements
3. grading policies
4. educational program development
5. standards and policies regarding student success
6. district and college governance structures under AB1725
7. faculty involvement and roles in accreditation process
8. policies for faculty professional development activities
9. processes for program review
10. processes for institutional planning and development
11. other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

* (nothing in these eleven principles from AB1725 shall be construed to infringe on the legal rights of the bargaining unit.)

II. Areas of Overlapping Responsibility

A. Areas of primary CCFT responsibility, with obligation to consult with Senate on these bargainable matters, consultation is required, but the Senate may not interfere in the negotiations process

1. school calendar
2. evaluations
3. tenure
4. FSA
5. class size
6. staff development (Calendar, paid leaves, etc.)
7. early retirement plans

B. Areas of primary Senate responsibility, with obligation to consult with CCFT

1. staff development/flex (faculty professional development), with exception of item I. A. 15
2. hiring process
3. administration evaluation
4. reassigned time (except for CCFT time)
5. affirmative action plans
6. 75/25 MOE (FF/PT ratio)

memo of understanding