

**Appendix B-10**  
**Mott Community College/Pro-Tech**  
**JUMP Ground Rules**  
**Collaborative Problem Solving**  
**Revised: June, 2009**

**1. Making Decisions**

- a. Consensus. Decisions will be made by a consensus of a quorum of the group. There will be two tries at a strict consensus. If that is not achieved, a decision may be made over the dissent of one person from each side.
- b. Quorum. A quorum is 3 members from each side present including either the President or Vice President of the Union or their designee and either the HR Senior Manager or Labor consultant fifteen minutes after the meeting is set to start. The intent is to have everyone present at every meeting.
- c. Missing meetings. If someone misses a meeting, they are bound by decisions made at that meeting. The person missing the meeting must take responsibility to become informed about the issues and decisions made at that meeting prior to the next team meeting.
- d. Reconsidering issues. Any team member may introduce a request in writing for reconsideration of any issue. An issue will be reconsidered by consensus of the group.

**2. Meetings**

- a. Meeting will be held at a location mutually agreed upon.
- b. Meetings will be on the third Thursday of each month from either 2:30 p.m. or 3:00 p.m. (depending on the length of the agenda) to 5:00 p.m. There will be no meeting in the months of January and September. Meetings will be on workdays as much as possible. Other days and times will be arranged by consensus of the team.
- c. Seating: Team members will alternate union and management in seating as much as possible.
- d. Canceling meetings.
  - 1) Meetings will be canceled if the college is closed or if there is no quorum.
  - 2) Anyone who cannot be present must contact the Human Resources representative. Human Resources will contact the Labor Consultant and the MEA Representative.
  - 3) 24-hour notice of cancellation will be given by Human Resources except in an emergency
- e. Breaks. The facilitator will set break times with agreement of or at the request of the group. People are free to take breaks at any time.
- f. Debriefing. The whole team will debrief at the end of each meeting:
  - 1) One minute per person.
  - 2) No responses to any comment.
  - 3) Anyone can pass. Anyone who has passed may comment at the end.

### **3 . Who Attends Meetings**

- a. Members must be trained prior to participating in bargaining/monthly meetings including but not limited to DISC training.
- b. Team members attend meetings.
- c. There will be no substitutes. If there are replacements, they will be trained by the whole team on DiSC, process and ground rules.
- d. Either side may bring in a resource person by consensus of the team.
- e. Consensus will not be taken when non-team members are present, except for Human Resources staff.

### **4. Behavior**

- a. Everyone will be on time to meetings.
- b. Meetings will start on time.
- c. Meetings will end on time unless otherwise agreed by consensus.
- d. Everyone is encouraged to speak.
- e. People will speak one at a time and may need to be recognized by the facilitator.
- f. Side conversations and note passing are discouraged.
- g. Break times will be established by the team.
- h. The team is not obligated to recap the discussion for people who have left the room outside of break times.
- i. Everyone will be responsible for enforcing ground rules and maintenance of the team.
- j. Anyone may bring up concerns about conduct which is inappropriate for or inconsistent with the parties collaborative partnership. At first, it will be brought up to the side where the problem exists, away from the table, but may be brought up at the table later if unresolved. The issues will be dealt with within each side. Each side will then report back to the whole team as to the resolution of the problem if it has been brought up at the table.
- k. Everyone will be treated respectfully.

### **5. Facilitation**

- a. Those people who feel comfortable and want to facilitate will rotate as facilitator. Facilitators may be changed by the group.
- b. There will be a sign-up list for team members to volunteer to be a facilitator. Two team members will be assigned as facilitator each month – a primary and secondary facilitator. The secondary will do the flipcharting, if asked; and will take over if the primary is absent or wished to speak to an issue.
- c. The facilitators will:
  - 1) Organize and lead discussion
  - 2) Implement the agenda
  - 3) Move the group toward consensus
  - 4) Assist with compliance of ground rules
  - 5) Provide the opportunity for all to speak
  - 6) Record on a flip chart.
- d. Facilitators may step down to speak to an issue.

### **6. Recording**

- a. A note taker will be present to record the notes of the meeting. The note taker must be agreed upon by both management and the Union. These will be transcribed and sent to each team member. Copies will be printed out and sent to each team member.

## **7. Confidentiality**

- a. All work is confidential, except as provided below.
- b. Whenever any information is reported outside the team, names and references to sides will not be divulged.
- c. Each side may seek input from and give updates to constituents. Each side will let the full team know in general what information has been or will be shared with constituents.
- d. At the end of each meeting, the team will decide what will be brought to each constituency from the day's discussion.
- e. Any person may request that no notes be taken on an issue and there will be no reporting on that item.
- f. Ground rules may be shared with the constituencies and with other groups.
- g. An exception to the confidentiality rules is the implementation of any changes to the Collective Bargaining Agreement.

## **8. Caucus**

- a. It is the goal of the group to limit caucuses. Anyone may request a caucus and it will be held.
- b. Caucuses will be limited to 15 minutes in length, but may be extended by a consensus of the group.
- c. At the end of the caucus, each side will report back on the topic(s) discussed.

## **9. Editing Committee**

- a. The editing subcommittee will comprise of two representatives from management and two representatives from the Union.
- b. They will put the meeting notes into formal language and contract language.
- c. They will make sure the language reads clearly, flows smoothly, and states what was meant by the group.
- d. They will check the language against other contract provisions.
- e. They will check grammar, spelling and punctuation.
- f. They will check where the language should be placed in the contract.
- g. The full group will review the recommendations of the editing committee and write and/or approve the final language.

## **10. Problem Statement Sequence**

- a. The Union or Administration will present a problem, and that problem will be numbered (e.g. Union #1, Admin. #1, or Joint #1). In the absence of consensus on order of priority of issues, Union and Administration will alternate presenting issues. An issue for one is an issue for all.
- b. The statement of the problem as written by the Union or Administration will be presented in writing and will be available for each team member.
- c. Supporting data is given so both sides understand why it is a problem.
- d. The entire team (both sides) re-writes the problem. This is done so that there is

a consensus on what the problem really is; so it takes into account the problems of both sides; and so it is really a problem statement rather than a proposal. The team may decide it is not a problem.

- e. The team then determines what additional information about the problem it needs, who will get it, and by when it will be collected.
- f. A decision is made by the team whether the problem will be handled in negotiations, monthly meetings, or another venue.
- g. Once all the information is received, the team discusses the problem and comes up with possible options for solutions in a team brainstorming, following the rules for brainstorming. The options are displayed for all to see.
- h. The team then follows up on solutions which seem feasible, finally coming up with the solution that will be recommended to the Administration/Board and the membership. This solution will be displayed for all to see as a consensus.
- i. Contract or memorandum of understanding language is written by the Editing Committee. The whole team must approve the language by consensus.

## **11. Agenda**

- a. The agenda for the following meeting may be discussed at the end of each meeting, and will be determined by consensus at the beginning of each meeting.
- b. Included in each agenda will be:

### **At the beginning of each meeting**

1. Adopting agenda
2. Approve notes of last meeting. The approved notes will be signed by a representative from each side and the tracking table will be updated. The tracking table will include: date, concept, contract reference, contract revision language, and any necessary external approval.
3. Special reports
4. Adopting language from last meeting

### **Middle: Presentation or discussion of problems.**

### **At the end of the meeting**

1. Prepare a "to do" list of tasks, assignments, and timelines to be included in the minutes.
2. Set agenda for next meeting
3. Set meeting dates, times, places
4. Select facilitator for next meeting (during ongoing meetings)
5. Disseminating information
6. Debriefing

## **12. Changing Ground Rules.**

- a. Ground rules may be changed at any time by consensus of the team.
- b. The team will review the ground rules on an annual basis.

## **13. Subcommittee roles.**

The following guidelines will be used by subcommittees:

- a. Subcommittees will be appointed or referred by consensus of the team.
- b. The team will specify a date for a committee to give a progress report.

- c. Subcommittees will report information and recommendations in written form.