RETFREAT RECOLLECTIONS
All Faculty Association
Interest-Based Problem Solving Retreat
September 19, 2009
9:00 a.m. to 4:00 p.m.

I. START
A. Check In
B. Process Check, Rumor Control, Heads Up, Elephants
C. Logistics

II. THE INTEREST-BASED PROCESS
• A very brief overview

III. TOPICS
A. Ground Rules
   1. Confidentiality
      a) Council - Closed Session
         • What's said in Council stays within Council if comments are made in 'closed session'
         • If item is material and damaging to a member's interest = confidential
         • Everything in Closed Session is confidential unless agree to share certain items
      b) Negotiations
         • Agreement with District that certain items are confidential
         • Once TAs are reached and after Council approves, can say/share anything that is factual
         • Team share confidential information with Council as a whole and not individual members
         • Unless need to share with a subject matter expert (i.e. sabbatical, health & welfare, budget resources); Chief Negotiator and AFA President decide to consult with subject matter expert
      c) Reasonable expectation that item is confidential or someone says item is 'confidential'
      d) Exploratory conversations on sensitive issues
      e) Ask if confidential (in Closed Session or otherwise)
      f) If not abiding by Confidentiality Ground Rules, bring to:
         • 2 Officers first
         • Next step, 2 Officers will bring to individual
         • 2 Officers bring to Cabinet
         • Cabinet decides whether to bring to Council
   2. One person speak at a time until person is done speaking
3. Give Council a 'heads up' that you are going to communicate about X, Y and Z
   • Before taking item externally
   • Also serves as a way to 'fact check'

4. Active Listening

5. Recognition that certain items cannot change and work within parameters (i.e. budget)
   • Present evidence that parameters are based on

6. Respect for:
   • Other's opinions
   • Civility in dialogue (written and verbal)
     o No personal attacks
     o Avoid 'shots' below the belt
     o Combative tone
     o Avoid qualifiers … "never" or "always"
   • Awareness of how message will be received
   • Awareness of body language
   • Checking our 'motives'
   • Use descriptive language …"in my opinion…"
   • Seek out those who don't share my opinion to open a dialogue
   • Assume good intentions of negotiations team, Councilors, etc.
     o Check in if believe not operating from a place of good intentions

7. Don't make assumptions:
   • Whenever possible, explain things with evidence
   • Ask for clarity

B. Roles and Responsibilities

1. Council
   • Represent all faculty and represent constituency (regular, adjunct)
   • Represent all groups equally; more than two groups, represent faculty within ranks (new hires, soon-to-retire-faculty, etc)
   • Represent all faculty and site-specific locations
   • Ask 'how does this benefit the institution?' - think of the big picture
   • Role in shared governance
   • Be mindful of students interests when advocating faculty interests
   • Negotiation Team:
     o Council listens
     o Offer periodic direction
     o Bring forward items from colleagues to Council/Negotiation Team
2. Negotiation Team
   • Research:
     - At other colleges
     - Based on assignment
     - Ed. Code, budget, PERB, health and welfare offerings
   • Consult with attorney about status of negotiations, grievances, etc
   • Draft language:
     - Interest statements
     - Proposals
   - Summarize negotiations, thorough reports
   - Brainstorm
   - Accept suggestions and feedback
   - Seek direction from Council
   - Consult with department chairs and deans on a regular basis
   - Chief Negotiator has specific responsibilities

C. How do we handle:

1. Ground Rules
   • Turn over to a sub group to develop a policy
   • Bring policy back to Council for a vote
   • Implementation:
     - All have responsibility to address when it comes up
     - Calling a 'point of order' when a Ground Rule issue comes up
     - Don't use implementation process as a weapon
     - Involving Officers, individual, Cabinet, Council process
       (from Ground Rule #1 Confidentiality)
IV. NEXT STEPS

A. Homework
1. Educate selves and college about sub-groups, Negotiations Team, represent and interest groups (Publication Group by Thanksgiving)
2. Discuss Petaluma generally and bring Petaluma faculty into discussion (Cheryl - take to Petaluma faculty forum; ongoing through end of 2009)
3. explore what Council’s role is in Shared Governance (Talk to Ted for clarification)
4. New Councilor Mentor Program (President and Vice Presidents - ongoing)
5. Add Q&As to Councilors’ website (Candy)
6. Appoint sub-group to develop Ground Rules policy (Warren/Janet receive volunteers and solicit volunteers by Wednesday)
7. Explore Council’s interests (next retreat; TBA)

V. MEETING EVALUATION

A. Plus/Delta (plus = what you did well and want to continue; delta = what you can improve upon for next time)

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<tr>
<th>Plus</th>
<th>Delta</th>
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<tr>
<td>- More open communication</td>
<td>- Meet on a different day</td>
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<td>- Lots of civility</td>
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<td>- Defined elephants</td>
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<td>- Heard from a lot of people</td>
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<td>- Active listening</td>
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<td>- Clarified areas of agreement</td>
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<td>- Liked hearing from Alex and what had to say</td>
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<td>- Structure to think analytically about who we are as a body</td>
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<td>- Open, bought into process</td>
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<td>- How smart group is</td>
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