

Sierra College Faculty Association Standing Rules

The Standing Rules of the Sierra College Faculty Association (SCFA) are the procedures adopted that govern its procedure. These standing rules are meant to provide guidance for day to day operations in compliance with the SCFA Bylaws. Standing Rules can be changed by a simple majority vote of the Executive Team.

1. General Operations
 - 1.1. Mission, Goals and Objectives
 - 1.2. Organizational Ethics and Standards
 - 1.3. Meetings
2. Fiscal Rules
 - 2.1. Association Business
 - 2.2. Charitable Donations
 - 2.3. Association Dues
 - 2.4. Payment of Stipends
3. Association Business
 - 3.1. Compensation, Stipends and Reassigned Time
 - 3.2. Meeting Compensation
 - 3.3. Mileage
 - 3.4. Semester Breaks – Out of Contract Periods
 - 3.5. Training
 - 3.6. Expenses
 - 3.7. CCA Delegate Conference Stipends
 - 3.8. Appointments and Elected Positions
 - 3.9. Office Space
4. Dispute
 - 4.1. Chief Dispute Resolutions Officer
 - 4.2. The Dispute Resolutions Team
5. Bargaining and Negotiations
 - 5.1. Executive Team Meeting Attendance
 - 5.2. Membership of the Negotiations Committee
 - 5.3. Tentative Agreements/MOU's
6. Elections and Ratifications
 - 6.1. Scheduling
 - 6.2. CTA Election Guidelines
7. Standing Rules Amendments
8. Forms

1. General Operations

1.1. Mission, Goals and Objectives

- a) The SCFA Representative Council, shall review the mission statement and adopt goals and objectives at the retreat prior to the fall semester. Alignment with the mission statement and progress towards goals should be reviewed at the beginning of the spring semester.
- b) Such mission, goals, and objectives shall establish the SCFA priorities for the following one-year period and shall guide the appropriate committees, task forces and other governance bodies in their specific development of goals and expenditure of funds within their budgets.

1.2. Organizational Ethics and Standards

- a) Executive Team Members and Representative Council Members collectively represent all faculty. Individual board members recognize that their obligation is to work collaboratively with their elected colleagues in order to effectively represent the general faculty of Sierra College.
- b) Fraudulent or unethical behavior on the part of SCFA Officers or Representative Council Members will not be tolerated. SCFA Officers and Representative Council Members share the responsibility, in the name of the greater membership, to hold their officer and Representative Council colleagues accountable for fraud or unethical behavior.

1.3. Meetings

- a) Attendance shall be recorded at each Executive Team and Representative Council meeting.
- b) Any Executive Team member or Representative Council member not able to attend a regularly scheduled meeting must inform the SCFA President prior to the meeting or within seven days after the meeting of their inability to attend and the specific reasons which prohibited them from fulfilling their SCFA responsibility.
- c) Job abandonment shall be defined as absenteeism in excess of 50% of regularly scheduled Executive Board meetings within a 90 day period.
- d) If a position is abandoned the Representative Council shall review the circumstances and shall determine whether or not to declare a vacancy.
- e) If the Representative Council declares a vacancy, the process outlined in the SCFA Bylaws shall be applied.

1.4. Communication

- a) The SCFA Executive Team and Representative Council are required to utilize a private email account separate from the Sierra College email for the purpose of communication between members. This email should be checked daily M-F during the semester. Between semesters the Executive Team should continue to regularly check their private email.
- b) Constituent open forums will be held once a month, at a minimum, during the semester to gather interests and concerns from SCFA constituents. These general

meetings of SCFA shall be called for discussion and informational purposes only. While motions may be presented at such meetings, no official action may be taken without adhering to the Bylaws.

- c) A newsletter will be distributed to all faculty once per semester or as determined by the Executive Team and/or Representative Council. The newsletter shall provide a summary of information shared at open forums as well as other content to be determined by Representative Council and/or the Executive Team.
- d) The President is SCFA's official spokesperson on all issues including, but not limited to, organizational, political, and educational policy and positions.
- e) The SCFA President may designate other elected leaders or staff members to articulate the organization's policies or positions either on a specific occasion or within defined limits during their term of office. The President shall determine the occasions and shall define any limits and report such actions to the Executive Team at its next meeting.
- f) No SCFA elected leader shall initiate contact with the media or any other organization to encourage a position or activity without the specific authorization of the SCFA President or their designee. A request for such authorization shall include a detailed account of the position/activity and the cost estimates of SCFA's participation.
- g) Any invitation to attend/participate in an event sponsored by another organization shall be shared with the SCFA President who shall decide in consultation with the Executive Team who should represent SCFA.
- h) Release of Membership Mailing/Email Lists:
 - i. Authority for Release: The SCFA President shall have the authority to release the SCFA mailing and email lists only upon official written request of an affiliated CCA/CTA chapter for the purpose of communicating labor information. The list or copy of the list may not be released to any other party or agency for any reason.
 - ii. Release of membership mailing, and email lists are otherwise prohibited under SCFA policy.
 - iii. Executive Team and Representative Council member's private address and contact information shall not be released on the CCA website without prior consent.
- i) Interest Areas will be assigned to Representative Council Members. Representative Council Members should reach out to the Department Chairs (and other faculty) a minimum of twice per semester 1 week prior to the regularly scheduled Representative Council meetings.

2. Fiscal Rules

2.1. Association Business

- a) Confidentiality: The SCFA Treasurer shall present summaries of expenses as well as problems/concerns to the Executive Team. Names shall be held confidential.

- b) All expenses relating to governance shall be pre-approved by the SCFA President and the SCFA Treasurer prior to issuing payment.
- c) At least once each semester, the Treasurer shall lead the Representative Council through an examination of the accounting ledgers (check book, investments, planned budget compared with actuals-to-date of expenditures) such that the Executive Team and Representative Council Members can exercise their due diligence in the oversight of member dues and Association assets.

2.2. Charitable Donations

- a) The SCFA Executive Team recognizes its responsibility to exercise due diligence in the expenditure of faculty dues.
- b) All requests for charitable donations must be made in advance to the Executive Team which will make a recommendation to either fund the request or to decline to fund the request, so that the request can be placed on a Representative Council Agenda and so that members can speak to this request.
- c) Deliberations over such requests will occur in open session of the Representative Council and Executive Team Members or Representative Council members who have an interest in the request shall recuse themselves from voting.
- d) The following values/considerations shall guide the Executive Team recommendation to Representative Council and the discussion of this recommendation at Representative Council:
 - i. Will the funds be used for an SCFA event?
 - ii. Is the event facilitated by SCFA members or fee payers?
 - iii. Is the event primarily for SCFA member's or fee payers' benefit?
 - iv. Is the event directly related to SCFA interests?
 - v. Will funding the event benefit the SCFA as a unit?

2.3. Association Dues

In the event the Executive Team determines that Membership/Fee Payer dues should be changed, the following conditions shall apply:

- a) Discussion regarding potential dues increases shall be listed as an Agenda item at a regularly scheduled Representative Council meeting, clearly described, such that members/fees payers can attend the meeting to speak to the issue.
- b) In the event that the decision is made to pursue an increase to member/payer dues, the President shall include opportunity for general membership questions and discussions at Open Forums.
- c) An increase in membership dues shall be voted upon by the SCFA membership.

2.4. Payment of Stipends

- a) Payments for regular semester stipends shall be distributed at least twice a semester ideally within one week after the final Representative Council meeting of the semester.

- b) Payments for between semester work shall be distributed on the last day of each month or as determined by the Treasurer in consultation with the President.

3. Association Business

3.1. Compensation, Stipends and Reassigned Time

- a) The Executive Team shall make recommendations to the Representative Council regarding reassigned time and stipends for the Executive Team, Representative Council members and appointed positions. The Representative Council, in public session at regular meetings, shall approve the reassigned time and/or stipends for appointed and elected officers and committee members. The minutes, containing the positions and the amount of reassigned time and/or stipends, shall be publicly posted as provided for in the Bylaws.
- b) Standard reassigned time and/or stipends may be supplemented when the demands of the duties increase substantially, e.g. extended negotiations meetings, necessary Interest Based Bargaining training, etc. Supplements to reassigned time and/or stipends shall be listed on the agenda, discussed and voted upon in open session of Representative Council.

3.2. Meeting Compensation

- a) Representative Council Members shall receive a stipend of \$50 per hour for attending the regular Executive Team meetings.
- b) When it is necessary to call special meetings of the Representative Council to conduct SCFA business, Representative Council members shall be compensated similarly to the regularly scheduled Representative Council meetings.
- c) Executive Team Members receiving reassigned time or stipend for the performance of their duties shall receive no additional meeting stipends for attending Executive team or Representative Council meetings. Executive Team members not receiving reassigned time or stipend for the performance of their duties shall receive the same meeting stipend as Representative Council members mentioned above.

3.3. Mileage

- a) Mileage to and from SCFA meetings and retreats shall be compensated when requested at a rate in accordance with Federal IRS standards. Executive Team members and Representative Council Members may be compensated for travel when ten miles or greater roundtrip to and from campus when they drive to and from campus solely for the SCFA meeting.
- b) Executive Team members and Representative Council members who are at the physical meeting location for work other than the SCFA meetings are not eligible for mileage compensation on that day.

3.4. Semester Breaks – Out of Contract Periods

- a) At the final meeting of the semester, the SCFA Executive Team will consider requests from Executive Team members and Representative Council members for compensation for work done between semesters. All meetings of the Executive Team and Representative Council during the out-of-contract period shall be compensated similarly to the regularly scheduled Representative Council meeting rates; this includes both public and closed meetings as well as retreats for planning.
- b) Executive Team members and Representative Council members making a request for between semester compensation shall send a short description of the work to the President and Treasurer prior to the final regularly scheduled meeting of the semester. A recommendation from the Executive Team regarding semester break compensation requests will be made to the Representative Council for discussion and approval during open session at its final regularly scheduled meeting of the semester. Only compensation requests that receive majority vote from the Representative Council shall be funded. Tie votes that cannot be transcended will result in the work not being funded. The Executive Team may hear after-the-fact requests for semester break compensation and make a recommendation to the Representative Council for potential approval at the first regularly scheduled meeting during the semester. Any work completed without prior summer compensation approval may be potentially declined by the Representative Council. Compensation should not be automatically assumed.
- c) Executive Team members or Representative Council members seeking after-the-fact compensation for unanticipated semester break work shall send a short description of the work performed to the President and Treasurer to be included in the first regularly scheduled Executive Team meeting of the semester. Consideration of compensation for these requests shall be recommended by the Executive Team to the Representative Council for at the next regularly scheduled Representative Council meeting.

3.5. Training

- a) Certain tasks performed by the Executive Team, Representative Council and Appointees have a significant impact on the well-being of the membership, and training for these tasks is crucial. When, for example, the Chief Negotiator or a Grievance Officer steps aside and is replaced by a new, inexperienced appointee, individualized training becomes crucial. When such training becomes necessary, the Executive Team may consider and recommend to the Representative Council a training stipend for the trainer for the initial semester that the new member occupies the

position. Requests for additional training stipends may also be considered. Such training cannot exceed 50% of the actual position's compensation and shall not go beyond two semesters in duration. Such requests shall be listed in the Representative Council Agenda for general membership distribution as a "training stipend." Discussions shall take place in open session.

- b) Outside Training & Professional Development may have similar member benefits as well as benefits to the organization function. When such training becomes necessary, the Executive Team may consider and recommend to the Representative Council a training stipend for those successfully completing an approved training.

3.6. Expenses

- a) The Executive Team and Representative Council may, by majority vote, elect to purchase dinner and drinks for meetings. The motion for such an expenditure should appear on an agenda, be discussed in open session of Representative Council for input from the general membership and be approved by majority vote.
- b) Expenses for equipment and staffing shall be borne by the SCFA as approved by a majority vote of the Executive Team.

3.7. SCFA shall compensate General Membership, Executive Team members and Representative Council Members for CCA conference attendance stipends under the following conditions:

- i. The member shall be approved to serve as a delegate, representing SCFA, at the CCA conference;
 - ii. The member shall attend each session of the CCA conference as reported by CCA to the President of SCFA after the conference has ended;
 - iii. The member shall provide an electronic review of the conference sessions attended to the SCFA Treasurer following the completion of the conference;
 - iv. The member shall complete the Conference Stipend form found on the SCFA website to the Treasurer.
 - v. Both the review and completed form shall be submitted within 30 days of the end of the conference.
 - vi. The member (general, Executive Team or Representative Council) serves on the CCA Board and does or does not serve SCFA as a delegate at the conference.
- b) Under no conditions shall SCFA fund the stipend prior to the end of the conference attended.

3.8. Appointments and Elected Positions:

- a) Appointees to committees/task forces/workgroups/governance committees shall report back to the Representative Council at the pleasure of the Executive Team.
- b) Appointments shall have no specified term of office.
- c) Appointed and elected position holders shall remain members in good standing of the SCFA.
- d) There shall be no limitation on the number of times an elected officer may be elected nor upon the number of times may an appointed person be reappointed.

3.9. Office Space

- a) The SCFA shall establish and maintain office space for the purpose of conducting SCFA business as deemed necessary by the Executive Team.
- b) Office Space shall be equipped and staffed with any and all equipment or personnel deemed necessary by the Executive Team for the proper operation of the office.

4. Disputes

The dispute resolutions team shall be comprised of the Chief Dispute Resolution Officer and as many additional Dispute Team Members as the Executive Team deems necessary.

4.1 Chief Dispute Resolutions Officer shall:

- a) Be appointed by the Executive Team.
- b) Serve as the initial contact for any faculty member(s) initiating a dispute and shall assist the disputing faculty member(s) through the appropriate process.
- c) Be responsible for being thoroughly knowledgeable about the current contract between SCFA and the Sierra College district.
- d) Make every reasonable effort to become familiar with rulings of the Public Employees Relations Board and other matters which could affect the contract between the faculty and the Sierra College district.
- e) Report promptly to the President all disputes initiated and provide ongoing regular reports to the Executive Team.

4.2 Dispute Resolutions Team Members shall:

- a) Communicate regularly with the Chief Dispute Resolutions Officer any potential or current disputed requiring attention.
- b) Represent faculty as assigned by the Dispute Resolutions Officer.
- c) Communicate, in general terms, the nature of current disputes requiring attention to the Executive Team of SCFA in closed session.
- d) Communicate regularly with the SCFA President regarding every dispute currently requiring attention.

5. Bargaining and Negotiations

5.1. Executive Team Meeting Attendance - When negotiations are in process, the Chief Negotiator shall attend the regularly scheduled Executive Team meetings to provide

information and to and receive direction from the Executive Team regarding negotiations.

5.2 The Membership of the Negotiations Committee shall be the Chief Negotiator, a full-time or a part-time SCFA member, and at least two additional members, one full-time and one part-time. The President will consider experience and perspective when making appointments to the negotiations team. For example, an effort will be made to have negotiations team members from both instruction and student services where possible. The President of SCFA should not serve on the Negotiations team with the exception of being invited for informational purposes or as resource for specific topics.

5.3 The Negotiations Team shall have the ability to enter into Tentative Agreements/MOU's with the Sierra College District on behalf of the Association's Membership to provide for greater and immediate flexibility to benefit the Association's Membership as long as the following criteria are met:

- a) The Executive Team refers the Tentative Agreements/MOU's to Representative Council for ratification.
- b) When a Tentative Agreements/MOU's is referred to Representative Council members of the Representative Council may vote to ratify.
- c) Any Tentative Agreements/MOU's that change or amend contract language must be ratified by the general membership in the next regularly scheduled election.

6. Elections and Ratifications

6.1. Scheduling - Two regularly scheduled elections and ratifications shall be scheduled at the beginning of each semester.

6.2. Elections will comply with the CTA Election Guidelines.

7. Standing Rules Amendment

These Standing Rules may be amended by a simple majority vote of the Executive Team.

8. Forms

8.1. Representative Council Report

8.2. Travel Conference Report

8.3. Membership Application

I certify that this document has been adopted by a vote of the SCFA Executive Team on 9/16/21.



9/16/21

Michelle Macfarlane, President

Date

Judith Kreft, Vice-President

Date

Standing Rules Amendment Dates: Adopted 9/16/21 (add amendment dates here)