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**Workshop: Collective Bargaining Basics**

Terrence T. Creamer  
*Youngstown State University*

Rose DiGerlando  
*Elgin Community College*

Gena Glickman  
*Elgin College*

Diane M. Petersen  
*Elgin Community College*

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WORKSHOP: COLLECTIVE BARGAINING BASICS

Terrence T. Creamer, Esq., Franczek Sullivan P.C.
Rose DiGerlando, Assistant Vice President of Instruction and Student Services, Elgin Community College
Gena Glickman, Vice President of Instruction, Elgin Community College
Diane M. Petersen, Associate Director of Human Resources, Elgin Community College
WHAT IS COLLECTIVE BARGAINING?

It is a process whereby unions negotiate contract language that restricts the employer’s power and employers act defensively trying to preserve its discretion and power.
WHAT COLLECTIVE BARGAINING IS NOT?

It is not a win or lose process. The two sides, the employer and the union, must approach bargaining with the realization that the resulting agreement will not be exactly as either side desires.
HYPOTHETICAL SITUATION:

You have been selected to serve on the College’s bargaining team for the upcoming faculty negotiations. You have not had any prior bargaining experience.
THE PURPOSE:

Provide you with the collective bargaining basics to help you succeed in labor negotiations.
THE FOUR PHASES OF COLLECTIVE BARGAINING

I. Preparation
II. Bargaining
III. Conclusion of the Agreement
IV. Implementation of the Agreement
PHASE I: PREPARATION
PHASE I: PREPARATION

- Compare the current contract with the contract that immediately preceded it.
- Talk to those who served on the College’s bargaining team for the current contract regarding their experiences.
- Review minutes of any labor management committee meetings.
- Review any grievances that were filed during the term of the contract and the outcome of those grievances.
PHASE I: PREPARATION (con’t)

- Review settlements that have been reached with other unions at the College.
- Review salary and benefit adjustments that have been made with non-union College employees.
- Review faculty settlements that have been reached by neighboring colleges.
PHASE I: PREPARATION (con’t)

- Assign roles to College bargaining team members:
  - Lead Spokesperson
  - Resource Persons
    - Salaries
    - Insurance
    - Other Specialized Issues
- Consider preparing ground rules
PHASE I: PREPARATION (con’t)

- Where will bargaining take place?
- When will bargaining begin?
PHASE II: THE BARGAINING PROCESS
PHASE II: THE BARGAINING PROCESS

The First Meeting

- Ground Rules
  - Size of Bargaining Team
  - Note Taking
  - Press Communications

- Form of Proposals

- Walk thru of Initial Proposal by the Union
PHASE II: THE BARGAINING PROCESS
(con’t)

- Setting Agenda
- Table Talk
- Work Away From the Table
- Employer Proposals
- Package Proposals
PHASE II: THE BARGAINING PROCESS (con’t)

- “TA” a/k/a Tentative Agreements
- Side Bars
- Caucuses
- Be Prepared
PHASE III: CONCLUSION OF THE AGREEMENT
PHASE III: CONCLUSION OF THE AGREEMENT

- Signed TA’s, including actual salary schedule
- Retroactivity
- Voting the Contract by Union Membership
- College Approval of Contract
- Press Release
PHASE IV:
IMPLEMENTATION OF
THE AGREEMENT
PHASE IV: IMPLEMENTATION OF THE AGREEMENT

- Input New Salary Figures for Paychecks
- Input New Benefits
- Inform Administrators of any New Procedures
- Follow Thru
THE FOUR PHASES OF COLLECTIVE BARGAINING

I. Preparation
II. Bargaining
III. Conclusion of the Agreement
IV. Implementation of the Agreement
QUESTIONS?