**College-wide Benefits Committee**
**Minutes of the Meeting**
**November 14, 2013**
**BUS 111**

## I.   Call to Order
The meeting was called to order at 1:35pm.

## II.   Committee Members
Present
Fran Chandler, Co-Chair
Marcia Wade, Co-Chair

| | |
|---|---|
| Anna Rojas | David Zehr |
| Linda Sinclair | Sherri Lee-Lewis |
| Al Vasquez | Willis Barton |

Absent
Robert Villanueva

Resource Support
Laurie Heyman, HR AA-III-Confidential

## III.   Review and Approval of the Minutes From Prior Meetings

Minutes for the meeting of Oct. 24, 2013

| | | |
|---|---|---|
| Motion to approve made by: | Willis Barton | |
| Seconded by: | Al Vasquez | |
| Vote: | Aye: | 8 |
| | No: | 0 |
| | Abstain: | 0 |

## IV.   Old Business

Discussion: Protocol for future committee meetings. Committee agreed to continue the discussion to the next scheduled meeting.

Copies of the following handouts are attached to the Minutes:
1. Handout by Co-Chair Chandler:
   - Proposed Considerations for 11/14/13 Meeting
2. Handouts by HR Resource Support:
   - Cross X Collaborative: Collaboration, Dialogue and Negotiation (www.crosscollaborate.com/2009/07/collaboration-dialogue-negotiation/)

- What is the Difference between Dialogue & Negotiation? (http://wiki.answers.com/Q/What_is_the_difference_between_negotiation_and_dialogue)
- RobertsRules.org: Robert's Rules of Order – Summary Version (1997)
- District Calendar 2014-2015

## V. <u>New Business</u>

None.

## VI. <u>Scheduled Meetings</u>

Tuesday, Dec. 03, 2013 BUS 111 (Cancelled)
  1. Continued discussion of protocol for future meetings.

<u>Meeting in 2014</u>
Schedule a committee meeting during Departmental Flex Day in August 2014.

## VII. <u>Adjournment</u>

Motion to adjourn made by:    Al Vasquez
          Seconded by:          Linda Sinclair
          Vote:  Aye:           8
                 No:            0
                 Abstain:       0

Meeting adjourned at 3:00 pm

College-Wide Benefits Committee
Proposed Considerations for 11/14/13 Meeting

It is moved that the following factors be discussed by the committee in its ongoing efforts to improve the efficacy of the committee and to ensure respectful relationships among its members:

>>Makeup of the Committee and Their Roles:
 3/3/3 configuration
Representational effectiveness
Support Staff—HR Benefits Support—information, research, and participation in deliberations
Support Staff—Secretary—information, agenda and minutes, and participation in deliberations

>>Authority
Directing of meetings
Development of agendas
Minutes—drafts development and approval
Interface with vendors, brokers, consultants, etc.

>>Operating Procedures
Motions
Agenda items—Proposing (during meetings and between meetings)

>>Minutes
Taking and recording
Publishing
Posting

>>Meeting Notifications/Setup, Etc.

>>Handling of requests for research beyond the ability of the committee to perform

# CROSS ✕ COLLABORATE

Browse: **Home** / **Collaboration Practice** / Collaboration, Dialogue and Negotiation

## Collaboration, Dialogue and Negotiation

*By John Folk-Williams • July 12, 2009*

Reaching collaborative agreements is complicated and requires the favorable convergence of many factors, among them incentives, interests, politics, resources and leadership. But once the decision to collaborate is in place, the convening done and the meetings underway, the process initially depends on the quality of communication among the participants. What people say to each other and how they say it are the early signals for evaluating commitment and the likelihood of success. Everyone is listening carefully. What do they need to hear in order to trust the collaborative effort?

Dialogue is a term often used to name the responsive and truthful talk that lays the groundwork for collaboration. There are many definitions of dialogue and descriptions of the conditions for its use. Some of the most important discussions are presented by William Isaacs, in Dialogue , and Daniel Yankelovich, in The Magic of Dialogue . They believe that dialogue goes deeper than negotiation aimed at reaching agreement. As Isaacs puts it:

> *The aim of a negotiation is to reach agreement among parties who differ. The intention of dialogue is to reach new understanding and, in doing so, to form a totally new basis from which to think and act . … We do not merely try to reach agreement, we try to create a context from which many new agreements might come. And we seek to uncover a base of shared meaning that can greatly help coordinate and align our actions with our values.*

Although these writers separate dialogue from negotiation, the fact is that a collaborative public policy process requires both. There needs to be a period for establishing human connections, building trust and developing both shared meaning and new ways of thinking about familiar issues. Those critical steps depend on dialogue, but progress toward practical agreement through negotiation has to follow. Dialogue helps create the atmosphere in which productive collaborative agreements can be reached.

Trying to explain dialogue may be quite complicated, but it depends on simple and spontaneous exchanges. A few words that sound true, a story that conveys a depth of feeling or commitment, even a gesture, can transform the tone of discussion from guarded and defensive to open and sincere.

This openness is critical because of the nature of collaboration itself. One of the most effective and widely applied models for reaching cooperative agreements depends for its effectiveness on the willingness of participants to reveal to each other the basic interests and needs they are trying to meet. The shared understanding gained in this way makes possible the joint development of agreements that can meet the diversity of needs represented at the table.

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collaboration collaborative governance communication community conflict Conflict Resolution consensus Consensus Building control culture decision-making dialogue facilitation Governance government hierarchy implementation influence information innovation interests leadership Mediation mediator meetings mindset negotiation Networks Online Collaboration Open Government Open Government Initiative politics power process public Public Involvement public participation public policy relationships stakeholders trust values

**Categories**     **Random**

Capacity Building
Change Management
Collaboration Practice
Collaborative Governance
Collaborative Leadership
Conflict Resolution
Consensus Building
Cross-Cultural Collaboration
Dialogue & Deliberation
Diversity
Mediation
Methods & Tools
Networks
Online Collaboration

How is it, though, that participants committing themselves to a collaboration get to be so open about their interests? For the most part, they aren't accustomed to doing that, and established habits don't just disappear. There is often a history of conflict among members of the group, sharply differing values and cultures that may have led to frequent misunderstandings in the past or inter-organizational rivalries and competition, not to mention clashing economic and financial interests.

The norm in our system is to get what you need by winning as much influence and power as possible through litigation, lobbying, elections and numerous other methods. The groups represented at the table likely know each other best as allies or adversaries in these arenas. They are used to employing strategies that conceal interests, use information for advocacy and vilify opponents. Unless they've successfully used collaborative strategies in the past, participants walk in the door with ideas and habits about others in the room that don't have much to do with openness.

Conveners and facilitators of collaborative groups usually admonish the members to check their histories of conflict and their adversarial weapons at the door, but that rarely happens. Even though they have presumably committed to collaboration, members of a group may have little conception of what the process is all about. Collaborative communication is a learned skill, though one that draws on knowledge most people have.

John Forester, an acute observer of participatory processes, offers an approach based on research into many diverse cases. In The Deliberative Practitioner , he argues that much more than dialogue is required. Participants need to take part in a learning process that leads to a change in the way they think about each other, not only at a personal level, but also on a level of values that guide them and the community or institution they represent.

That sort of deep learning opens the possibility that an adversarial relationship – rooted in assumptions about diametrically opposing interests and values – can give way to a productive working relationship. Forester's observations support the idea that story-telling is one of the most effective forms of communication. Of course, helpful stories can't be the type used to illustrate the horrors or virtues of one side or another, like campaign ads. Instead they need to be personal, but in a way that captures something fundamental about the group or community the teller belongs to.

Stories of this type help people relax their defensiveness. They don't need to be alert for threatening arguments that immediately have to be attacked and refuted. Since a story of this type is about personal experience, it's obviously true for the teller. You listen closely because it's surprising and a little disarming to hear such things in a forum for negotiating policy and resolving conflict. By making it easier to listen, stories can convey important values through narratives of experience that capture the human meaning of those values.

Surprise, coupled with a relaxation of defensiveness, not only permits listening, but is important for learning as well. It can be said that one of the purposes of creating a collaborative meeting structure is to allow people to trust each other enough to let themselves be surprised. They can listen for new information and consider ideas for action that spring from discussion among people of diverse experience. The ability to learn from one another and to create solutions jointly makes possible the development of sound working relationships as well as agreements.

Methods of dialogue and story-telling help make successful collaboration possible. Unless a group can achieve a breakthrough in the way they think about and relate to each other, they have little chance of reaching agreement or developing the collaborative relationships necessary for turning paper commitments into effective action.

But the use of these methods runs into resistance not just from personal sources but also from numerous constraints beyond the control of participants in the room. They arise from institutional mandates, political forces, deadlines, pressures from constituencies, the economic bottom-line, and many other sources. The next post in this series will examine ways to achieve openness and collaboration even in the presence of these realities.

Share / Save

Categories: Collaboration Practice
Tags: agreement, collaboration, conflict, dialogue, influence, negotiation, power, relationships, story-telling, trust, values

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Please visit the links page, Helpful Sites for a list of excellent blogs and reference sites.

I hope you'll explore these connections to great people and resources.

**Archives**

SANTA
MONICA
COLLEGE

# What is the Difference between Dialogue & Negotiation?

Answer: You communicate information in a dialogue whereas you try to reach an agreement in a negotiation.

http://wiki.answers.com/Q/What_is_the_difference_between_negotiation_and_dialogue

11/6/2013

# RobertsRules.org | Robert's Rules of Order - Summary Version

## For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental rights of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

# The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day** (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

- **Previous Question:** Closes debate if successful - may be moved to **"Close Debate"** if preferred
- **Informal Consideration:** Move that the assembly go into **"Committee of the Whole"** - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

## SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2014 - 2015

### JUNE 2014
| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | [18] | [19] | [20] | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

### JULY 2014
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### AUGUST 2014
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### SEPTEMBER 2014
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### DECEMBER 2014
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### FEBRUARY 2015
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### APRIL 2015
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### MAY 2015
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### JUNE 2015
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### JULY 2015
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### AUGUST 2015
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| 23 | [24] | [25] | [26] | [27] | [28] | 29 |
| 30 | 31 | | | | | |

### LEGEND

First day of session

Finals Schedule

Legal Holiday- Date in broken boxes, bold & red; Classes not in session/campus closed

Campus Closed: Date in box denotes classes not in session/campus closed

Faculty Flex Day: Date in red double box - see below for more information on Flex Days

[ ]  No Classes/Campus OPEN: Dates in brackets denotes classes not in session/campus open

### LEGAL HOLIDAYS

#### June - December 2014
| | |
|---|---|
| Independence Day: | Friday, July 4, 2014 |
| Labor Day: | Monday, Sept. 1, 2014 |
| Veterans' Day: | Tuesday, Nov. 11, 2014 |
| Thanksgiving Day: | Thursday, Nov. 27, 2014 |
| Admission's Day: | *Friday, Nov. 28, 2014 |
| Christmas Day: | Thursday, Dec. 25, 2014 |

\* In lieu of Sept. 10

#### January - August 2015
| | |
|---|---|
| New Year's Day: | Thursday, Jan 01, 2015 |
| Martin Luther King Day: | Monday, Jan. 19, 2015 |
| Lincoln's Birthday: | Friday Feb. 13, 2015 |
| Presidents' Day: | Monday, Feb. 16, 2015 |
| Memorial Day: | Monday, May 25, 2015 |
| Independence Day: | Friday, July 3, 2015 |
| Cesar Chavez Day (12-Month Classified): | April 13, 2015 |
| Cesar Chavez Day (11-Month Classified): | Float* |

*To be taken between Mar. 31 and Dec. 31, 2013

### SEMESTER DATES 2014-2015

#### Summer 2014
| | |
|---|---|
| 6-week Session: | Jun. 23-Aug. 01, 2014 |
| 8-week Session: | Jun. 23-Aug. 15, 2014 |

#### Fall 2014
| | |
|---|---|
| Regular Session: | Sept. 02-Dec. 23, 2014 |
| 1st 8-week Session: | Sept. 02-Oct. 24, 2014 |
| 12-week Session: | Sept. 22-Dec. 12, 2014 |
| 2nd 8-week Session: | Oct. 27-Dec. 19, 2014 |

#### Winter 2015
| | |
|---|---|
| 6-week Session: | Jan. 5-Feb. 12, 2015 |

#### Spring 2015
| | |
|---|---|
| Regular Session: | Feb. 17-Jun. 16, 2015 |
| 1st 8-week Session: | Feb. 17-Apr. 10, 2015 |
| 12-week Session: | Mar. 9-Jun. 5, 2015 |
| 2nd 8-week Session: | Apr. 20-Jun.12, 2015 |

#### Summer 2015
| | |
|---|---|
| 6-week Session: | Jun. 22-July 31, 2015 |
| 8-week Session: | Jun.22-Aug. 14, 2015 |

#### Special Dates
| | |
|---|---|
| Graduation Day 2014: | Jun. 17. 2014 |
| Graduation Day 2015: | Jun. 16, 2015 |
| Spring Break 2015: | Apr. 13-17, 2015 |

#### Faculty Flex Days 2014-2015
| | |
|---|---|
| August 26, 2014 | Individual |
| August 27, 2014 | Departmental |
| August 28, 2014 | Fall 2014 Opening Day |
| August 29, 2014 | Departmental |
| March 06, 2015 | Departmental |
| March 19, 2015 | Institutional |
| April 15, 2015 | Individual |
| April 16, 2015 | Individual |
| April 17, 2015 | Individual |

#### Faculty Flex Days Fall 2015
| | |
|---|---|
| August 25, 2015 | Individual |
| August 26, 2015 | Departmental |
| August 27, 2015 | Fall 2015 Opening Day |
| August 28, 2015 | Departmental |

See District Calendar 2015-2016 for complete list of Faculty Flex Days for 2015-2016

*Approved by the Board of Trustees:*          03/05/2013