

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.16 (BP 2610)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 2.16 Presentation of Initial Collective Bargaining Proposals~~Public Notice of Negotiations~~  
**Revision Date:** 5/09; Reviewed 5/15; ~~XX~~  
**Policy Reference:** Government Code Section 3547

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1. It is the intent of the Board of Trustees to ~~insure-ensure~~ that the members of the public are informed about issues being negotiated under the Educational Employment Relations Act (EERA) and are given full opportunity to express their views thereon before negotiations commence.
2. All initial proposals of exclusive representatives and of the Board which relate to matters within the scope of representation shall be presented at public meetings of the Board and thereafter shall be public records. The initial negotiating proposals shall also be available for public review at the District Office.
  - a. After a reasonable time, but not less than five calendar days following the public availability specified above, the Board, at a public meeting, shall provide the public an opportunity to comment on the initial proposals.
  - b. Following the public hearing specified above, the Board shall, at a public meeting, adopt its initial proposal. No meeting and negotiating shall take place until the procedure described above has been completed in compliance with the law.
3. New topics to be negotiated arising after the presentation of initial proposals shall be made public within 24 hours, by posting this information at the District Office. If any vote is taken by the Board on a new subject of negotiation, the Board shall make the roll call vote available as a matter of public record within 24 hours of the time of the vote.
4. The District Chancellor is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.
5. Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration.