



# Cuesta College

## Federation of Teachers

LOCAL 4909

STRENGTH THROUGH UNITY

### CCFT PRESIDENT JOB DESCRIPTION

(10 month full responsibility; summer months, full availability, and work as needed)

Is the official and legal authority of Cuesta College Federation of Teachers, the Exclusive Bargaining Agent, to management, the Board of Trustees, and the public.

#### **Serves as Chief Negotiator**

Chairs the Negotiation Committee

Is contact for District's Chief Negotiator, College President, and HR Director

Responsible for signing off on TA's and final Agreements

Connection to CFT's Budget Analyst for salary comps, the CCC listserv, Field Rep, etc.

Responsible for research in preparation for negotiations and making copies

Responsible for knowledge and history of the CB Contract in depth, nuance, intent, and specificity

Takes direction from the EB and directs the CCFT Team

Is the union's almost entire mouthpiece in negotiations

Does the union's typing for proposals

Is comfortable with and understands contract language

Is familiar with pertinent case law

Reviews all past bargaining notes when required

Prepares materials and initial strategy with team for mediation

Prepares materials and does research for arbitration

Prepares materials and does research for fact-finding

Bargains a fair contract for faculty

#### **Maintains Union Files**

After consultation with the EB, appoints the Grievance Chair, the COPE Chair, and the Part-time Faculty Chair

Oversees and assists in the work of the officers on the Executive Board, including bi-annual external audit:

Works collaboratively with the grievance officer (GO); acts as grievance officer when appointed GO is otherwise engaged; or represents a faculty member when a conflict of interest exists; along with GO, confers directly with our attorneys and collaborates to file grievances and Unfair Practice Charges

Works collaboratively with vice-president on membership recruitment

Works collaboratively with the Chair of the Committee on Political Education

Delegates jobs and authority to officers and liaisons on the EB

Reviews all communications, including *UnioNews*,

Works collaboratively with Webmaster

Official connection to PERB, OSHA, Tri-County Labor Council, CFT, AFT, AFL-CIO, and other CFT locals

### **Liaison to CCCUE**

Ex-officio Representative to the Academic Senate

Understands the independent and unique roles of the union and the senate

Appoints faculty to standing and union committees

Serves on union and campus committees, including:

Labor/Management

Shared Governance Council

Administrators' and other Hiring Committees

Division Chairs Council when appropriate

Weekly Student Contact Hours Workload

### **Is voting Delegate to the CFT Convention**

Be knowledgeable and comfortable with extremely high volume of emails from faculty, approximately one to two dozen per day and ability to respond promptly (including evenings and weekends) and contact appropriate managers

Be comfortable with high volume of meetings with individual faculty members on contract and other issues

Be prepared to be frequently stopped by faculty with questions on way to class, making you late!

Chairs the Executive Board meetings of CCFT twice a month or more as needed

Chairs the CCFT Council of Representatives meetings, generally once a month

Calls for Reopener Recommendations from members through reps each Spring

With EB, develops Contract Proposals for that year from recommendations

Get Rep/member input on bargainable and organizational issues, e.g., evaluation forms/process, dues, health care coverage, etc.

Chairs Full Membership meetings, generally once a semester

With EB, receives input from and gives direction to faculty on Benefits Committee

With EB, receives input from and gives direction to faculty on District Calendar Committee

Other Duties as Needed

(President receives 60% reassigned time, paid by the district; and 20% leave time, reimbursed to the district by the Federation and partially funded by CFT Staff Formula Funding)