

Article XI: Coordinators

Section A: Grievance Coordinator

The Grievance Coordinator shall assist the President in studying and recommending appropriate action regarding personnel policies, the Master Contract, CCS Spokane Colleges policies, and any applicable state and/or national legislation.

1. Appointments: Appointments will be made by the President with the approval of the Executive Board. Appointment will be for one year. A committee may be appointed by the President to assist if needed. ~~the Grievance Coordinator so chooses.~~
2. Duties: Duties of the Grievance Coordinator will be to work with the AHE President as needed on the following ~~as follows~~:
 - a) To ensure due process as guaranteed by the Master Contract for members of the bargaining unit.
 - b) To ~~continue to~~ periodically review CCS Spokane Colleges personnel policies and make recommendations to the Executive Board, Faculty Senate, and the Bargaining Commission.
 - c) To ~~continue the educational program designed to~~ inform all members of their legal rights and responsibilities.
 - d) To ~~continue to~~ educate members concerning the grievance procedure, ~~especially in the area of arbitration~~, and to ensure that it is implemented and properly functioning.
 - e) To act as a representative for grievant when requested by the AHE President.
 - ~~f) To inform leadership and affected members of the disposition of each case at all levels at all times.~~
 - ~~g) To make recommendations to the Executive Board regarding binding arbitration.~~
 - h) To keep accurate records of grievance proceedings and file copies with the Secretary of the Association.
 - i) To be responsible for keeping any grievance expenses within budget guidelines.
3. Procedures: The procedure for filling and resolving a grievance will be as outlined in the Master Contract.

Section B: Communications Coordinator

This coordinator shall disseminate information to the faculty concerning the needs, goals, and desires of other members of the bargaining unit ~~and shall promote a positive academic employee and Association image in the community. A committee may be appointed to assist if the Communications Coordinator so chooses.~~

1. Appointment: Decision to fill this appointment will be made by the President with the approval of the Executive Board. Appointment will be for one year. ~~A committee may be appointed by the President to assist if needed.~~

2. Duties: Duties of the Communications Coordinator will be as follows:
 - a) To publish and distribute a newsletter on a regular basis.
 - b) To advise the President and the Executive Board on internal and external ~~commissions~~ ~~communications~~.
 - c) ~~To promote a positive academic employee and Association image in the community.~~
 - d) To be responsible for keeping ~~any communications expenses~~ within the appropriate budget guidelines.

Section C: Political Action Coordinator

~~This Coordinator shall know local legislators, keep them informed of educational problems, know bills pending which relate to higher education, keep membership and the educational community informed of the progress of pertinent legislation, and make recommendations for action.~~ This Coordinator shall ~~promote~~ stay informed about the legislative ~~program~~ priorities adopted by the WEA and shall also work with WEA through the WEA-EW office in ~~promoting issues that impact higher education. endorsement and election of candidates.~~

1. Appointment: Decision to fill this appointment will be made by the President with the approval of the Executive Board. Appointment will be for one year. A committee may be appointed ~~by the President~~ to assist if ~~needed~~ ~~the Political Action Coordinator so chooses~~.
2. Duties: Duties of the Political Action Coordinator will be as follows:
 - a) ~~To know local legislators and keep them informed of educational problems and issues related to higher education or Spokane Colleges.~~
 - b) ~~To know bills pending which relate to higher education and keep membership informed of the progress of pertinent legislation.~~
 - c) ~~To make recommendations to the Senate and Executive Board for action.~~
 - d) ~~To be responsible for keeping any expenses within the appropriate budget guidelines.~~