

Memorandum of Understanding  
between the  
All Faculty Association  
and the  
Sonoma County Junior College District  
regarding

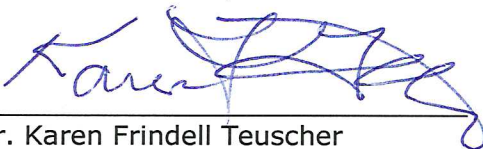
**Article 13: Department Chairs & Coordinators  
Coordinator Workload Study**


May 19, 2017  
Revised February 2, 2018

AFA and the District agree to modify the following provisions of Article 13. This agreement replaces the May 19, 2017 agreement referenced above.

**13.07 COMPENSATION AND REASSIGNED TIME**

- B. Coordinator Reassigned Time: The District will reasonably and fairly compensate coordinators with reassigned time or a fixed number of hours based on the workload of the assignment.
1. The District may provide up to 50 percent of the coordinator's compensation for reassigned time by redirecting chair-reassigned time in that department for those ancillary chair duties that are assigned to the coordinator (see section 13.03.B).
  2. In addition to chair compensation (see section 13.07.A), the District will compensate the chair for the coordinator assignments that are assigned and performed by the chair.
  3. 4. During AY 2018-19, the District and AFA will gather CTE coordinator workload data to inform future negotiations about fair and reasonable reassigned time for CTE coordinators. Using the attached form, CTE coordinators will keep a weekly log citing specific CTE coordinator tasks and the number of hours spent on each task from August 17, 2018 to May 26, 2019. CTE coordinators will forward to the District and AFA the complete fall log by December 31, 2018 and the spring log by June 1, 2019.

  
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Dr. Karen Frindell Teuscher  
President,  
All Faculty Association

  
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Dr. L. Jane Saldana-Talley  
Chief Negotiator,  
Sonoma County Junior College District

A Hacked form

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Jan 2 2018

Select Contractural Duty From Drop Down List	Please Provide a Brief Description	Date	Hours
Devel./modification of curr./programs (B.1)			
Coord. SLO assessment plan and activities (B.2)			
Recommend class schedules (B.3)			
Coord. hiring process for faculty positions (B.4)			
Orientation of newly-hired faculty members (B.5)			
Oversight of discipline facilities (B.6)			
Monitor use/condition/safety of facil./equip. (B.7)			
Monitor budgets/dept. budget devel. (B.8)			
Direct outreach/recruitment of students (C.1)	Visited Windsor High School	1/30/18	2.00
Organize outreach to local business/industry (C.2)			
Coord. outreach to local K-12 institutions (C.3)			
Plan/coord. activities of Advisory Committee(s) (C.4)			
Admin. student applic./admissions procedures (C.5)			
Input for recruitment/eval. of classified emp'ees (C.6)			
Ensure curriculum compliance w/ outside groups (C.7)			
Advise prospective/current students (C.8)			
Respond to public inquiries regarding program (C.9)	Discussed Cybersecurity at CCCAOE confrence	2/1/18	0.50
Special/other assignments (D)			
Tasks (B.1-D) not completed due to insufficient time but that would be completed with adequate RAT. Details/description required.			