

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

Article 17: Faculty Dual Enrollment Liaison

September 21, 2018

As a result of the CCAP (College & Career Access Pathways) agreement between the District and Santa Rosa City Schools to offer three (3) dual enrollment courses at Maria Carrillo High School in Fall 2018 and Spring 2019 which includes the appointment of a faculty liaison, AFA and the District agree to temporarily modify the following provisions of Article 17:

**17.12 FACULTY DUAL ENROLLMENT LIAISON**

**A. Appointment of a Faculty Liaison:**

1. Faculty members instructing courses at a high school campus under a CCAP agreement with SRJC must be an SRJC faculty member.
2. The instructor teaching the course will be appointed as the faculty dual enrollment liaison.

**B. Required Duties for Faculty Dual Enrollment Liaison:**

1. Inspect facilities before the first class of a new course is instructed to ensure that the facilities can meet the Course Outline of Record (COR).
2. Review the COR and materials with the department chair to ensure that the course is able to be delivered at the high school and will meet the requirements of the COR before the first class of a course is instructed.
3. Faculty delivering instruction at the high school will be evaluated according to the provisions of Article 14B: Adjunct Faculty Evaluations of the AFA/District Contract.

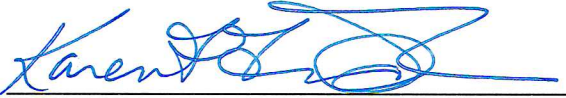
**C. Compensation for Faculty Dual Enrollment Liaison:**

1. The liaison will be compensated at the base hourly rate for hours worked on the above duties up to a maximum of five (5) hours.
2. The liaison will be compensated for performing approved liaison duties that exceed five (5) hours. To be eligible for such compensation, the additional tasks and hours must be approved in advance by the supervising administrator and VPAA; these additional hours will be compensated at the base hourly rate. If the duties are not approved, the liaison may decline to

perform them without prejudice. A Personnel Action Form and time sheet are required.

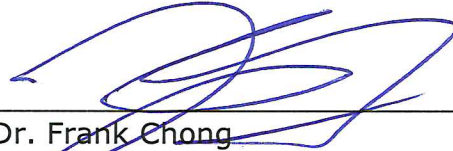
3. Mileage to and from the high school for liaison duties will be compensated based on District Policy & Procedure 5.8.4 and 5.8.4P.

This agreement expires at the end of the 2018-2019 academic year, and shall not affect processes for appointment of any liaison in any subsequent year.



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Dr. Karen Frindell Teuscher  
President,  
All Faculty Association



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Dr. Frank Chong  
Superintendent/President,  
Sonoma County Junior College District