

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

Special Assignment
IGNITE Coordinator:
Selection Process, Job Duties, and Compensation
November 12, 2024

The District has created a Special Assignment to Coordinate the IGNITE Program.

- A. **Job Duties.** The “Inspiring GreatNess Inside Through Education” IGNITE Coordinator Special Assignment (ICSA) position will:
1. Coordinate the delivery of instruction and student services under this program by working with Rising Scholar partners and District administrators, faculty, and staff.
 2. Collaborate and coordinate with the Rising Scholars staff, District administration, department chairs, and off-campus partners to determine course scheduling needs, registration process, and fees.
 3. Coordinate required training and clearance processes for participating faculty who will be working inside correctional facilities and with incarcerated students.
 4. Coordinate and participate in tours and other visits to off-campus facilities.
 5. Collaborate with Rising Scholars and Second Chance programs to plan, convene and co-facilitate monthly Rising Scholars Advisory meetings.
 6. Work with IGNITE faculty to promote academic quality and integrity.
 7. Collaborate with the Second Chance Program Coordinator and the Rising Scholars staff to help address the onboarding and re-entry needs and services for students transitioning to SRJC campus environments after completing IGNITE courses.
 8. Collaborate with the Rising Scholars staff to facilitate program orientation for faculty and staff.
 9. Participate in, and facilitate, professional learning opportunities around best practices for all individuals working directly with incarcerated students.
 10. Prepare and submit Flex Activity proposals that support professional development for those working with, or interested in working with, incarcerated students. Assist with developing and facilitating the flex activity workshops.
 11. Ensure that the needs of IGNITE faculty are being met and facilitate the acquisition and clearance of educational materials that will be distributed to incarcerated students and used by instructors in carceral settings.
 12. Assist the Rising Scholars staff in compiling data and preparing reports required

by the District and other agencies as necessary.

13. Make presentations about the program to internal and external constituent groups.
14. In conjunction with the Rising Scholars staff, facilitate ceremonies, or other special events, to recognize the attainments of incarcerated students upon their completions of courses degrees or certificates.

B. Selection Process. Full-time and associate faculty are eligible to serve in the IGNITE Coordinator Special Assignment position. The VPAA/AS will email an “open call” to faculty to solicit interest. Faculty members will express interest by writing and submitting a letter of interest, not to exceed two pages. The VPAA/AS, or a designee, will convene a three-person committee of IGNITE program stakeholders—faculty and administrators and/or classified staff—to review letters of interest, select candidates with whom to meet, and make a recommendation for final selection by the VPAA/AS.

1. The regular term of the assignment is two consecutive academic years, to begin on the first day of the Fall semester in the first year of the term. An “open call” to replace an ISCA mid-term will specify the remaining time as the term of the assignment.
2. No later than October 1 in the second year of the ISCA’s two-year term, the VPAA/AS will announce, by email, the special assignment to all faculty members. The announcement will include a link to this MOU.
3. Mid-term vacancy of the ISCA position. The VPAA/AS can appoint another willing faculty member to perform the duties of the ISCA for the remainder of the term. The replacement ISCA will receive prorated compensation.

C. Compensation. The ICSA will receive 20 percent reassigned time each semester of the two-year term. The reassigned time may be taken as contract load or hourly load. For hourly pay, timesheets must be submitted and must reflect hours worked. Summer assignments are contingent on funding and will be paid on an hourly basis as approved by the VPAA.

ANNE-MARIE DONEGAN

ANNE-MARIE DONEGAN (Nov 21, 2024 10:13 PST)

Anne-Marie Donegan
President
All Faculty Association



Dr. Angélica Garcia
Superintendent/President
Sonoma County Junior College District