

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

Special Assignment  
Sonoma-Marin Bus Operator Pre-Apprenticeship Grant Coordinator  
Selection Process, Job Duties, and Compensation

March 30, 2022

The District has created a special assignment for the Sonoma-Marin Bus Operator Pre-Apprenticeship Grant.

**A. Job Duties.** The Sonoma-Marin Bus Operator Pre-Apprenticeship Grant Coordinator will:

1. Lead the Sonoma-Marin Bus Operator Pre-Apprenticeship Advisory Panel; hold regular meetings to collaborate with partner agencies toward grant program goals and objectives.
2. Assemble a grant Stakeholder Group, hold regular meetings, and develop key strategies for a comprehensive Recruitment and Retention Plan, focused on the target population. Regularly assess and adapt the Recruitment and Retention Plan to reach program goals and objectives.
3. Apply to the California Division of Apprenticeship Standards (DAS) for registration of the Pre-Apprenticeship program.
4. Collaborate with the Adult Education Director to facilitate contract agreements needed to perform grant activities and meet grant requirements; Contract agreements will be reviewed and updated on an annual basis.
5. Hold regular meetings with outreach specialists, peer mentors, and instructors.
6. Create master calendars for recruitment into the Pre-Apprenticeship Workforce Preparation Certificate program, including: registration timelines, timeframe for completing Pre-Apprenticeship program coursework, and timetables for onboarding students with Golden Gate Transit. Develop consistent calendars of activities, depicting program progress and critical dates for student recruitment, duration of pre-apprenticeship coursework, student application submission to Golden Gate Transit, and critical dates corresponding to the College of Marin. Update calendars prior to the start of each semester at SRJC.
7. Communicate with the Adult Education Director to maintain data regarding: information session attendance, program enrollment, certificate completion, student follow up interviews, job placement, and other demographic or program information pertinent to measuring the success of the grant program.

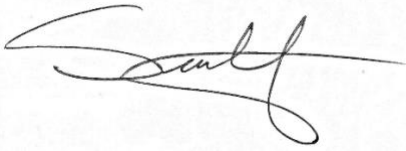
8. Complete and submit quarterly data and/or financial reports, in collaboration with the Adult Education Director.
9. Attend State or National conferences each year, and submit workshop proposals to share best practices relating to the Bus Operator Pre-Apprenticeship program within the professional community.
10. Utilize bilingual skills (English-Spanish) to communicate with students and community members.
11. In coordination with the Adult Education Director and grant partners, develop a Sustainability Plan that will be implemented at the end of the grant funding cycle. A detailed operating plan and budget will be in place by March 2025 to sustain the Sonoma-Marín Bus Operator Pre-Apprenticeship program past the CAI grant funding period.

**B. Selection Process.** All faculty members are eligible to apply to the Sonoma-Marín Bus Operator Pre-Apprenticeship Grant Coordinator Special Assignment position. The VPAA/AS will email an "open call" to all faculty members 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 Adult Education program stakeholders 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 three academic years, beginning on the first day of the Fall 2022 semester.
2. If there is a mid-term vacancy of the Sonoma-Marín Bus Operator Pre-Apprenticeship Grant Special Assignment. The VPAA/AS can appoint another willing faculty member to perform the duties of the Sonoma-Marín Bus Operator Pre-Apprenticeship Grant Faculty Coordinator Special Assignment for the remainder of the term. The replacement will receive prorated compensation.

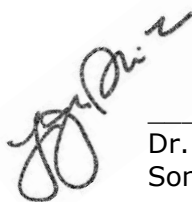
**C. Compensation.** The Sonoma-Marín Bus Operator Pre-Apprenticeship Grant Coordinator Special Assignment will receive 20 percent in reassigned time each semester of the three-year term. Summer assignments are contingent on funding and will be paid on an hourly basis as approved by the VPAA/AS.

The facts and circumstances related herein and the conclusions and determinations made by the Agreement shall not establish a precedent or practice for any future purpose.




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Sean Martin, President  
All Faculty Association




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