

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

Special Assignment  
Faculty Lead for SRJC Construction Center  
Selection Process, Job Duties, and Compensation

February 22, 2022

The District has created an ad-hoc special assignment for the Faculty Lead for the SRJC Construction Center that will end no later than the completion of the construction phase of the SRJC Construction Center.

**A. Job Duties:**

1. Serve as the project lead in the design and construction of the SRJC Construction Center in collaboration with SRJC's Vice President of Academic Affairs, Vice President of Finance and Administrative Services, Capital Projects managers, Executive Dean of the Petaluma Campus, Dean of STEM, Dean of Workforce Development, Interim Dean of Instruction and Enrollment Management Petaluma, Director of Adult Education;
2. Lead communication with the federal Economic Development Agency Project Officer, including generating quarterly reports for all contracts, semi-annual reports for the entire project, and regular/ongoing communication to evaluate all contracts prior to implementation;
3. Provide linkage between SRJC and all vendors, regulatory agencies, and community interest groups;
4. Develop and be responsible for adhering to a timeline for the project and a work plan that addresses all specific award conditions of the grant;
5. Provide budget oversight for the entire grant and construction project, including adherence to federal procurement guidelines and transfer of funds from Sonoma County Economic Development Board;
6. Coordinate stakeholder advisory committee, facilitate regular monthly meetings, and manage regular communication with the larger construction community, including a project website;
7. Facilitate regular meetings and communications with the facility User Group, which includes faculty, department chairs, deans and architect;
8. Lead fundraising efforts to support academic programs located in Construction Center; and
9. Maintain public records.

**B. Selection Process.** The tenured contract faculty member currently assigned as Faculty Lead for the SRJC Construction Center will continue in this position for the remainder of the 2021-22 Academic Year and through the Summer 2022 term. During the Spring 2022 semester, the District will solicit interest from all faculty members for the term beginning in Fall 2022. Tenured contract faculty members and associate faculty members with offer

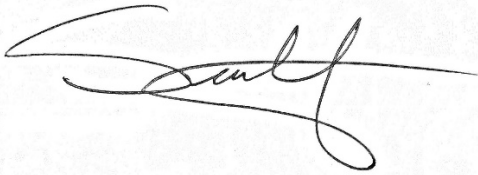
rights are eligible to serve in the Faculty Lead for SRJC Construction Center Special Assignment position.

The VPSS/AS will solicit all tenured contract faculty members and associate faculty members with offer rights regarding their interest in serving in this special assignment. The call for interest will specify job duties and identify the following preferred qualifications: Knowledge of the grant requirements and experience with federal Economic Development Agency funding processes, experience with all phases of construction of instructional facilities including programming, design, and construction, and excellent communication and organization skills needed to bring together multiple user groups with divergent interests. Eligible faculty members will express interest by writing and submitting a letter of interest, not to exceed two pages that address the job duties and preferred qualifications. The VPAA/AS and Supervising Administrator for STEM/Engineering and Applied Technology will comprise the selection committee to review letters of interest, select candidates with whom to meet, and confer with the Superintendent/President on the final selection.

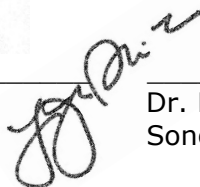
**C. Term of Assignment:**

1. The regular term of the assignment is one academic year, with some summer work, to begin on the first day of the Fall semester.
2. No later than October 1 each year, the VPAA/AS will announce, by email, the special assignment opportunity for the upcoming academic year to all faculty members. The announcement will include a link to this MOU.
3. Mid-term vacancy of the Faculty Lead for SRJC Construction Center Special Assignment. The VPAA/AS can appoint another willing faculty member to perform the duties of the NACSA for the remainder of the term. The replacement will receive prorated compensation.

**D. Compensation.** The Faculty Lead for SRJC Construction Center will receive 40% in reassigned time. Summer pay will be on an hourly basis as approved by the VPAA/AS and will not exceed 50 hours.



Sean Martin, President  
All Faculty Association



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