

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (C.R.F.O.)

The District and CRFO agree to the following:

Cheryl Norton will serve as the Faculty Counselor/Coordinator of College of the Redwoods' Extended Opportunity Programs and Services (EOPS).

The District and CRFO agree that the Faculty Counselor/Coordinator will not have any supervisory responsibilities. The Vice President of Instruction and the Assistant Director of EOPS will supervise all EOPS faculty and staff.

Title 5 requires that EOPS programs have a Director as follows:

56230. Full-Time EOPS Director.

Each college receiving EOPS funds shall employ a full-time EOPS director to directly manage and/or coordinate the daily operation of the programs and services offered, and to supervise and/or coordinate the staff assigned to perform EOPS activities. Colleges having less than full-time EOPS director positions may continue such positions upon approval of the Chancellor. The Chancellor shall consider the number of students served, the size of the EOPS budget, and the scope and level of services offered when approving requests for less than full-time EOPS director positions.

NOTE: Authority cited: Sections 69648, 69648.7 and 71020 Education Code.

Reference: Sections 69640 through 69655 Education Code.

EOPS Counselor/Coordinator Duties

Under the direction of the VPI, the faculty counselor/coordinator is responsible for supporting and encouraging the enrollment, retention and academic goal attainment of students with language, social, economic and educational disadvantages.

Coordination (all with assistance from the Assistant Director of EOPS):


1. Provide leadership and coordination of the EOPS/CARE program in the development of categorical budgets; analyze and evaluate data for specific use; interpret and apply rules, regulations, policies and procedures; ability to prioritize workload and conflicting demands.
2. Develop, implement, and maintain innovative program support services in compliance with Title 5 for EOPS/CARE outreach recruitment, orientation, assessment, counseling and financial aid.
3. Work cooperatively with academic divisions and student services to provide special instruction and services for EOPS/CARE students; coordinate with, support and promote support services of basic skills, tutoring, transfer and career exploration.
4. Assist in the monitoring of MIS reporting of student data to the State Chancellor's Office (for categorical funding purposes).
5. Participate in college-wide planning meetings and act as a resource and advocate for EOPS/CARE students.
6. Collaborate with colleagues and work independently on the development of assessments, student learning outcomes and curriculum.
7. Support the preparation and presentation of program review and other departmental data and reports.

Counseling:

1. Conduct individual student counseling appointments to develop comprehensive Student Educational Plans.
2. Assist with orienting students to EOPS/CARE and providing information on the services and participation requirements of the program.
3. Assist students with determining career goals, including administering and interpreting assessments, and linking those goals to a corresponding educational objective.
4. Discuss university transfer options and help students to make positive and realistic transfer decisions.
5. Refer students with special needs to college services or appropriate social services.
6. Oversee outreach efforts to local high schools (college nights, career days, etc.).
7. Monitor, support, and encourage struggling students during the academic and/or progress probation process.
8. Serve as liaison with CSU and UC systems, and private and out-of-state institutions, to gather and disseminate ever-changing information to students.
9. Teach a wide variety of Guidance classes.
10. Help students cope with the stresses and strains of college, and life in general.
11. Refer students to ongoing mental health (therapeutic) counseling as needed.

For RCCD

Date


Keith Flamer (Jun 4, 2020 10:48 PDT)

Jun 4, 2020

Keith Flamer –President/Superintendent


Kerry Mayer (Jun 8, 2020 12:39 PDT)

Jun 8, 2020

Kerry Mayer – Chief Negotiator

For CRFO

Date


Michelle Haggerty (Jun 8, 2020 12:38 PDT)

Jun 8, 2020

Michelle Haggerty – President


John Johnston (Jun 8, 2020 12:44 PDT)

Jun 8, 2020

John Johnston – Chief Negotiator