

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (CRFO)

The District and CRFO recognize that providing educational opportunities to inmates at Pelican Bay State Prison (PBSP) supports the District's mission to provide lifelong learning opportunities in its service area. In order to support the mission and protect the interests and safety of faculty and associate faculty, the District and CRFO agree to the following:

1. Faculty and associate are not required to teach at or to visit PBSP.
 - a. Assignments at PBSP are voluntary: Refusal to accept an assignment at PBSP:
 - i. Shall not be subject to discipline.
 - ii. Shall not negatively affect consideration for tenure; and
 - iii. Shall not be counted against associate faculty seniority.
 - b. Visiting PBSP for the purpose of instructor/course evaluation is voluntary and subject to the same terms established in 1.a above.
 - i. For evaluators who travel from outside the Del Norte County area travel will be compensated in accordance with AP 7400.
2. Faculty and associate faculty who teach in PBSP shall be compensated at the rate of \$55 per hour to attend the Pelican Bay Programs' mandatory onboarding (referred to as "PBSP Safety and Security Orientation in Article 19 of the faculty contract") and training sessions each semester they teach at PBSP, for up to 40 hours per academic year. Training requirements may vary for new and returning instructors; each is expected to attend only the session appropriate to their status as determined by the dean.
3. Faculty who accept an assignment at PBSP whose primary instructional location is 50 or more miles from PBSP shall be compensated according to Article 10.7 of the 2022-25 RCCD/CRFO Collective Bargaining Agreement.
4. If no faculty or associate faculty volunteer to accept an available teaching assignment at PBSP and if the District subsequently designates this assignment as "mission critical," - based on factors such as ensuring students can complete degree or certificate requirements in a timely manner, maintaining program accreditation or licensing standards, fulfilling obligations to PBSP, or preserving the continuity of instruction in programs critical to the College's educational mission - then the District may offer to associate faculty as an incentive the following:
 - a. Associate faculty who travel 50 miles or more one-way from their primary residence to teach a course designated by the District as "mission critical" at Pelican Bay State Prison shall be compensated current IRS rate for mileage reimbursement calculated in accordance with IRS regulations and for the standard travel time as determined by Google maps, with \$55 per hour for such travel time.
5. Faculty and associate faculty who have not undergone security training may still visit PBSP as a visitor for the purpose of evaluating an instructor.

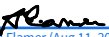
6. Faculty and associate faculty shall not be denied a course offering as a result of that course needing to be evaluated in the prison.
7. Faculty and associate faculty shall be compensated \$650 per credit course taught at PBSP in a semester (excluding correspondence courses) for additional time required to perform tasks related to PBSP courses, adhere to CDCR and PBSP Program Handbook procedures; complete classroom inventory logs; maintain accurate attendance records; arrive on time and follow classroom access protocols; secure instructional spaces and materials; communicate proactively with the Dean and Program Manager; distribute textbooks and submit required forms; report absences; and other duties as assigned.
8. Faculty and associate faculty shall be compensated the first time the district requests a new credit lecture, tier 1 lab, or tier 2 lab course is developed for offering at PBSP. This compensation applies once per newly developed course, not per faculty member assigned to teach an existing course. "Developed for offering" means that a faculty or associate faculty member has developed a syllabus; a semester-long schedule of assignments; any exams, assignments, or other assessments as well as PowerPoints to be presented in class; video lectures; and any other instructional materials used in instruction, without regard for whether or not the faculty member actually teaches the course.
 - a. Faculty will be compensated as follows: the TLU load of the course X 50%. TLUs will be applied to the semester immediately following completion of course development and can be banked according to Article 3.8.
 - b. Associate faculty will be compensated as follows: a one-time stipend equal to the TLU load of the course X 50%. Stipends will be issued at the end of the semester the course development work is completed.
 - c. Faculty and associate faculty who accept remuneration under the terms of 10a or 10b above, agree to give all developed course materials to the District for use by other faculty and associate faculty.
 - d. Faculty and associate faculty who wish to maintain full rights of ownership of course materials are not eligible for compensation per the terms of 10a and 10b.
9. If a regularly scheduled class meeting is cancelled in order to comply with PBSP regulations, then faculty and associate faculty may but are not required to make up the missed class meeting. If a faculty member misses a regularly scheduled class meeting for a personal reason, they must follow the leave procedures outlined in Article 4.1 of the faculty contract **and** notify the Pelican Bay program so the prison can be informed.
10. This agreement takes effect August 23, 2025, and expires June 30, 2027.

For RCCD

Date

For CRFO

Date


Keith Flamer (Aug 11, 2025 11:58:57 PDT)

Keith Flamer, President/Superintendent

Michelle Haggerty

Michelle Haggerty, President


Molly Blakemore (Aug 11, 2025 11:18:40 PDT)

Molly Blakemore, Chief Negotiator


John Johnston (Aug 11, 2025 11:15:44 PDT)

John Johnston, Chief Negotiator