

**PROPOSED MEMORANDUM OF UNDERSTANDING
FROM THE REDWOODS COMMUNITY COLLEGE DISTRICT
TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and Its
COLLEGE OF THE REDWOODS CHAPTER 509**

October 29, 2014

The Redwoods Community College District ("District") hereby proposes the following Memorandum of Understanding pursuant to the Education Employment Relations Act and the Collective Bargaining Agreement between the parties:

The parties agree that the Veterans Program Coordinator, Shipping & Receiving Clerk, and Instructional Technologist job descriptions shall be modified to include the following duties to better meet the needs of the District:

Veteran's Program Coordinator:

- Coordinates and performs required support for all functions of the veterans Program, including overseeing the daily operations of the Veteran Resource Center;
- Plans and develops marketing, promotion and recruitment strategies for the program;
- Provides information to students and others regarding the program;
- Assist student veterans in accessing internal and external resources to address their academic needs;
- Serves as a student Veteran advocate;
- Develops and delivers workshops to promote community awareness of and student access for veteran's services;
- Participates in activities aimed at improving the campus climate for student veterans;
- Maintains knowledge of federal and state legislation, rules, policies and procedures pertaining to veteran benefits to ensure compliance with all federal and state rules and regulations;
- Maintains data and prepare reports;
- Helps student veteran's transition into the higher education environment;
- Provide case management and academic advising for student-veterans and eligible dependents;
- May participate in problem solving issues between students and instructors;
- Serves as liaison to Veterans Administration; Monitors ongoing status of veteran benefit recipients and ensures enrollment requirements are maintained;
- Serves as Certifying Official;
- Verifies eligibility and posts VA awards;
- Works with faculty, administration, staff, students, community organizations and government agencies concerning the program;
- Assists students in completing forms and obtaining required documentation for benefits;
- Monitors ongoing status of students to ensure compliance with veteran's regulations;
- Maintains accurate records, files and databases;
- Mentor student-veterans;
- Perform other duties as assigned to support the overall objective of the position.

Shipping & Receiving Clerk:

- Verifies incoming shipments against purchase orders, invoices, or packing slips to ensure all items are received, not damaged, and enters them into store systems in compliance with company policies, procedures, and standards
- Oversees invoices and packing slips, ensuring accuracy and timeliness
- Oversees the maintenance of systems data, forms, files, and reports in accordance with store policies and procedures
- Records receipt of shipments
- Completes shipping logs
- Verifies items scan at the correct price and move items to the appropriate store locations
- Unpacks boxes, verifying that items match the purchase order, and enters received good into store system
- Prepares and implements backroom floor plans
- Ensure the shipping/receiving area has adequate supplies and materials and the area is neat, clean, and organized
- Weighs incoming/outgoing cartons and may unload or load trucks
- Packs and affixes shipping labels with proper postage on packed cartons
- Files paperwork according to the store filing standards
- Sorts and distribute incoming mail
- May prepare inter-store transfer forms
- Directs the work of associates of the shipping/receiving area including interviewing, hiring, and training associates; schedules, prioritizes and assigns work assignments
- Assists customers on the selling floor; directs customers to the area of the store their item is in, and answers routine inquires
- May call publishers to ascertain state of an order about damaged books or to place an order
- May occasionally open or close the store
- May shelve and stock merchandise on the selling floor and perform store cleaning duties
- Performs other duties as assigned that support the overall objective of the operation

Instructional Technologist:

- Provides assistance to faculty and staff on information technology training needs. Conducts learning/training needs analyses, working with stakeholders to develop learning solutions.
- Provides training to faculty and staff on using computers, multimedia, and software programs and on the proper use of peripheral electronic equipment use to enhance presentations and viewing.
- Works closely with faculty, staff and other experts to research, develop, coordinate, and implement technology training programs to improve faculty and other staff skills.
- Develops training materials for software applications. Evaluate and revamp training materials as appropriate to meet changing technology and faculty needs.
- Conducts training on software applications. Coordinates and provides special services for instructors, including 'walk-in' assistance on computer and multimedia equipment and peripherals.

- Supports training activities by writing and/or maintaining instructional/training materials, helpful tips.
- Responds to 'help desk' questions/tickets and works with Information Technology staff to resolve broadcast issues.
- Maintains current knowledge of advances in instructional technology. Evaluates and recommends multimedia software.
- Performs other related duties that support the overall objective of the position.

Redwoods Community College District

CSEA and Its College of the Redwoods
Chapter # 509 (CSEA)

10/29/14

Date

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10/29/14

Date

Jose Ramirez