



THE HARPER ADJUNCT ADVOCATE

**HARPER COLLEGE ADJUNCT FACULTY ASSOCIATION
NEWSLETTER**

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(847) 359-0300

553 N. North Court, Suite 210, Palatine, IL 60067-8124

SUCCESS FOR ADJUNCT TEACHERS! MORE BENEFITS FOR HCAFA MEMBERS!

HCAFA's long-term effort and unwavering determination to improve our professional development provision have led to great gains for our members.

From the moment of signing the professional development provision in our contract, HCAFA's interpretation was that the professional development money should be used for discipline-specific materials: books, journals, workshops, conferences, professional travel, memberships in professional organizations, and tuition. To the union's dismay members' attempts to use the money for those purposes were repeatedly and capriciously denied. When the union's attempts to resolve the College's misinterpretation of the contract failed, grievances were filed on behalf of our members.

Because of HCAFA's persistence, the College reconsidered its position and worked with the union to find a mutually acceptable resolution. Many difficult discussions followed. The union's hard work has paid off. Not only has the College agreed with HCAFA's understanding of what the professional development money should be used for, it has also agreed to change the previous cumbersome application process that limited us to only one approval per year. It goes to show what able minds working together can accomplish. This less cumbersome process should achieve what everyone at Harper College wants: informed teachers who make skilled instructors.

If you have applied for money this academic year but have not used all of your allowable money (\$320), we hope you will take advantage of the benefits HCAFA has gained and apply again.

It is our hope that this agreement paves the way to more cooperation between the College and HCAFA.

Please see page 2 for the "Simplified and Improved Professional Development Provision."

(Reprint of letter & explanation sent to members' homes.)

MORE FAVORABLE GRIEVANCE RESOLUTIONS



MEMBERS' RIGHT TO BE ASSIGNED HOURS BEFORE NON-MEMBERS UPHELD

Librarian/Counselor Unit News

During the fall '08 semester, a grievance was filed after an adjunct librarian (an HCAFA member) was scheduled for fewer than an average of 10 hours per week. This was a clear violation of the contract as an adjunct librarian not eligible for HCAFA membership was employed in the library. To settle the grievance, the College paid the HCAFA member for hours that should have been part of the member's fall schedule.

Discussions are still occurring regarding the method of scheduling librarians' hours in the future since some of their hours are unpredictable as they are based upon the number of requests faculty make for library presentations. *(Note: To fully understand this right, refer to 8.2 in both the librarian/counselor and teaching adjunct contracts.)*

PAY FOR LARGE LECTURE CLASSES

HCAFA convinced the College that the article in the teaching adjunct contract regarding large lecture enrollment (Article 9.5) should be interpreted as meaning that adjuncts who are teaching several sections of the same course are entitled to receive extra compensation for each section that is over the 64 student limit stated in the contract. Additional compensation is given due to additional planning, preparation, and coordination. *(Note: The College had interpreted this provision to mean an adjunct could only receive extra compensation multiple times if teaching different courses, not two sections of the same course.)*

("More Favorable Grievance Resolutions" continues on p. 2, in the middle of column 2.)

(Professional Development Continued from p. 1)
**SIMPLIFIED & IMPROVED PROFESSIONAL
DEVELOPMENT PROVISION**
(ARTICLE 9.12 OF TEACHING ADJUNCTS' CONTRACT)

Changes are in bold letters and underlined.

What can I apply for?

1. Books that are discipline specific
or improve teaching

(Instructional materials aren't allowed. See note.)*

***Note: The College will provide instructional materials such as books on students' reading lists and keep them in department offices. Adjuncts may check them out, use them as needed, and keep them only if they are "fully consumed." (The Dean will determine if the book is fully consumed.) Money for these materials will come from College funds not from adjuncts' professional development funds.**

2. Professional travel
3. Workshops
4. Conferences
5. Professional journals
6. **Professional Organization Memberships**
7. **Tuition & fees for college credit courses (can be at colleges other than Harper)**

***Note: Don't forget our contract entitles you to one free credit course at Harper. Our professional development fund is limited, so money from our fund shouldn't be used for that first free course.**

Are there specific requirements I have to meet?

1. Items must be discipline-specific
or improve teaching.
2. The cost per year must not exceed \$320.
3. You must be teaching at time of application.

How often can I apply for pre-approval and for reimbursement?

You may apply for pre-approval and reimbursement as frequently as you want.

What is the application process?

1. Apply to your Dean for pre-approval by filling out p. 1 of the professional development form.
2. Gain pre-approval from your Dean before paying
3. **Pay for the approved items by the end of finals.**
4. Submit p. 2 of the form with the original receipts for reimbursement to your Dean.
5. Apply for reimbursement before the deadlines.

Feb. 10 = deadline for fall reimbursement.

June 10 = deadline for spring term.

How much money is available to members?

\$20,000 in 2008/09

\$25,000 after that until the next contract.

(Note: The professional development fund is a use-it-or-lose-it fund; money not used will revert to the College.)

How can I access the adjunct professional development form?

Log on to the Harper website.

Click on "Employee Portal" under "My Harper."

Log in.

At the top of the page, place the cursor on

"Divisions." A drop down window will open.

Click on "Academic Affairs."

On the left side of the page, click on "Adjunct Faculty Documents and Forms."

On the right side of the page, click on "Adjunct Professional Development Form."

Note: Some division offices have copies of the form.

To see the exact contract language with these improvements, look at the Memo of Understanding at

WWW.HARPERADJUNCTS.ORG

(*"More Favorable Grievance Resolutions"* Continued from p. 1)

CHECK YOUR SALARY

Several adjuncts have reported to HCAFA that they have not been paid properly. Adjuncts, it is your responsibility to verify that you are being paid according to our contract guidelines. In addition, check to make sure you are being paid correctly for each hour of subbing, \$40 per hour. If you think there is a problem, check with your division. (Note: Thanks to HCAFA's grievance team, one of our members has received her rightful sub pay for proctoring a test.)

**MEMBERS OF BOTH HCAFA UNITS:
ADJUNCT LIBRARIANS AND COUNSELORS
&**

**ADJUNCT TEACHERS
VOTED TO EXTEND THEIR CONTRACTS
FOR TWO ADDITIONAL YEARS.**

Our members overwhelmingly accepted the College's offer to increase the pool of money given to adjuncts by 4.75% annually. All other unions at Harper: Harper ICOPS, the Full-time Faculty Senate, the Custodial Maintenance Association, and ProTech had already agreed to the same terms. Our contracts with extension will now end in 2012.

SEARCH FOR NEW HARPER PRESIDENT

The Presidential Search Advisory Committee has been meeting since July 2008. Dr. John Pickelman (currently Harper's interim president) is the search consultant. In order to ensure representation of all interests on campus, all Harper employee groups are represented on the committee--all the unions on campus as well as the administration. This search committee is unique in that this is the first time that adjuncts have actively participated in a presidential search. HCAFA's representative is Arlene Bublick, current secretary and past president of HCAFA.

REQUEST FROM YOUR TREASURER

As HCAFA treasurer, I keep track of the names of over 500 adjuncts. The College only gives us division addresses so that is why we usually contact you using campus mail. We'd like to use other forms of communication to get information to you in a more timely fashion. We used U.S. Mail to inform our members about the significant improvements in professional development, and we sent an email reminder about the Adjunct Sushi and Sandwich Soiree to all on our email list. [Note: The College does not allow use of Harper email addresses for Union business, so please provide us with a non-Harper email.] We rely on you to provide us with a home address, email address, and phone numbers. Please update information if there have been changes. If you are not sure that the information we have for you is current, please go to our web site, and either use the "Send HCAFA your Contact Information" button, or email me at treasurer@harperadjuncts.org with your contact information. *Janice Cutler, Treasurer*

Librarian Kirsten Butterworth Leaves Harper

Kirsten Butterworth, adjunct librarian and very active member of HCAFA, has resigned. We thank her for her dedication and hard work on behalf of HCAFA. We wish her and her family all the best.

HCAFA Welcomes All Members to All Executive Committee Meetings

At the IEA Office, 553 N. North Ct., Palatine
We value your input! Give HCAFA the opportunity to learn from you & get to know you. In the process, you'll help the union gain strength and make new friends. Our meetings are stimulating and fun. Exec committee meetings are the place to learn a lot about Harper and your fellow adjuncts. Come once and you may decide to become active. Call Amy or Mary Ellen at IEA (847 359-0300) for dates.



HCAFA SUSHI AND SANDWICH SOIREE

Neither rain, nor snow, nor sleet, nor hail shall keep adjuncts from HCAFA's Sushi and Sandwich Soiree. On January 12, adjuncts fought all the obstacles of nature to participate in Harper's orientation week. The Sushi Soiree brought new and returning adjuncts together for a casual get together. Socializing, eating, and learning about HCAFA made the time fly by. All who attended left the meeting with questions answered, tummies full, and friendships strengthened. Adjuncts eagerly await the next Sushi Soiree which will be in the fall.

Eligibility Requirements for Teaching Adjuncts

To be eligible for membership, you need to:

- Be in your 4th consecutive semester of teaching at Harper (excluding summers)
- Provide at least 3 credit hours each semester

Joining HCAFA:

- An important way to support the efforts HCAFA has made on behalf of adjuncts at Harper College. Our second contract brings several important benefits beyond the pay raise, and your membership in HCAFA increases our power in dealing with the College.
- Joining HCAFA is easy. Fill out the brief form and return it to HCAFA Treasurer, Janice Cutler. A sample form is on our website; however, it cannot be filled in on line; it must be filled out on paper and signed by you to be valid.
- Members are strongly encouraged to choose payroll deduction. If you elect payroll deduction, half the yearly amount will be deducted in March and the other half in November. No dues any semester you are not teaching.
- To get a membership form, email Janice Cutler at treasurer@harperadjuncts.org or contact her in the MS Division Office (Y103). *Fair Share Note: If you currently pay a fair share fee, think about becoming a member of HCAFA for only \$10 more per semester. The value to you and fellow adjuncts is enormous!*

MORE MEMBERSHIP BENEFITS

- **\$1,000,000 Educators Liability Insurance** is yours as a member of HCAFA, (IEA/NEA). Check your copy of the policy to see all the benefits.
- **Access Card Discounts**
Your IEA/NEA membership card entitles you to amazing discounts at thousands of restaurants, stores, hotels, movies, etc. Go online to the IEA/NEA website (WWW.IEANEA.org) and click on the Access Savings box. To verify that you are eligible for the benefits, you will be asked for the ID number on your membership card.

HCAFA OFFICERS and DIVISION REPRESENTATIVES

President: Ilona Sala
Vice President/Grievance Chair: Charmian Tashjian
Treasurer: Janice Cutler
Secretary: Arlene Bublick
IEA/NEA Uniserv Director: Amy Kunz
Past President: Arlene Bublick

Ilona.Sala@comcast.net
grievance@harperadjuncts.org
treasurer@harperadjuncts.org
secretary@harperadjuncts.org
Amy.Kunz@IEANEA.org (847 359-0300)
pastpresident@harperadjuncts.org

LIB/COUN

Pat Zokal LC1@harperadjuncts.org

AE/LS:

Rob Alexander AELS1@harperadjuncts.org
Jackie Leo AELS2@harperadjuncts.org
Julie Ponce AELS3@harperadjuncts.org
Taimi Wilk AELS4@harperadjuncts.org

BUS/SS:

Paul Casbarian BUS2@harperadjuncts.org
Megan Peterson BUS1@harperadjuncts.org

CTP:

Dale Hugo CTP1@harperadjuncts.org

HCPS:

Beth Nudelman

HCPS1@harperadjuncts.org

LIBARTS:

J.J. Pionke
Larry Price
Charmian Tashjian

LA1@harperadjuncts.org
LA2@harperadjuncts.org
LA3@harperadjuncts.org

MS:

Dale Hugo
Krish Revuluri

MS1@harperadjuncts.org
MS2@harperadjuncts.org

WWW.HARPERADJUNCTS.ORG

