



THE HARPER ADJUNCT ADVOCATE

HARPER COLLEGE ADJUNCT FACULTY ASSOCIATION
NEWSLETTER October 2009, No.5, Vol.4

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KAT'S YOUR QUESTIONS ANSWERED!

O Welcome to Kat's Korner!
R This is the place where Kat will answer any of
N your questions about the union and the college.
E You can send us questions signed or unsigned;
R we'll answer them! Email them to any member of the executive committee or send a written question to J.J. Pionke/Liberal Arts.

Dear Kat,
When will I qualify to join HCAFA (after 3 years, 3 semesters?), and how do I join?
-Future Member

The answer is that in the 4th consecutive semester of teaching at least 3 credit hours, you are eligible to be in the union. At the beginning of the 4th semester, we'll send you an enrollment form; just fill it out and return it to us! If you would like to be involved and be a supporting member now, you can do that too! Though not officially part of the union until your 4th consecutive semester of teaching, we welcome everyone who has an interest in adjunct rights and unionism!

Dear Kat,
Why are my Blackboard and Banner class lists different?
-Confused

Banner, which is the Student Information System (SIS), has the official roster for your course(s). Blackboard also has a roster but once a student drops your course, you, the instructor, must drop that student from Blackboard. Blackboard and SIS are not synced. When in doubt as to whether or not a student is in your course, always rely on the SIS. To find your class list, logon to SIS, click on the *My Students* tab on the top (it should be the rightmost one), then click on the class you want to see, and finally click on the word class list. (Continues on p. 5)

Working Together!



HCAFA and the administration have agreed to hold informal monthly meetings to look at issues as they arise. These meetings are not a substitute for the grievance process but rather a way to identify areas of concern that may be resolved through dialogue. Both the college and HCAFA anticipate that these meetings will improve communication between the union and the administration and lead to a more productive and collegial long term relationship.

Regarding Blackboard, Did you Know?

You *are* legally covered when posting materials to your Blackboard course. Blackboard recommends that you use the following statement, "The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. For more information, visit the Harper College Copyright and Fair Use site at <http://dept.harpercollege.edu/library/copyright/index.html>.

From the Prez

As your president, one of the duties I have is to attend monthly Harper College Board meetings. Going to them has opened my eyes to what is going on around Harper. I certainly feel more connected to Harper since I've been attending. I encourage you to attend a board meeting. When you do, I hope you'll take a few seconds to introduce yourself to me. I'd love to get to know you.

**START THIS SEMESTER OFF WITH A BANG!
APPLY FOR PROFESSIONAL DEVELOPMENT FUNDS
APPLY EARLY AND AS OFTEN AS YOU LIKE!**



**More than \$24,600 Available in
Teaching Adjuncts' Professional Development Fund**

Teaching Adjuncts can apply for money for: Professional Travel, Workshops, Books, Tuition and Fees for College Credit Courses (Courses can be at colleges other than Harper College), Conferences, Professional Journals, and Professional Organization Memberships.

Remember:

- Items must be discipline-specific or improve teaching.
**Note: Instructional materials aren't allowed. 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 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.*
- Your benefit per year must not exceed \$320.
- You must be teaching at time of application.

The Application Process

1. Apply to your Dean for pre-approval by filling out p. 1 of the professional development form.

Note: The form is on the Harper website.

Log on to the Employee Portal.

At the top of the page, place the cursor on "Divisions." A drop-down window will open.

Click on "Academic Affairs" from the drop-down window.

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."

2. Gain pre-approval from your Dean before paying for anything.
3. Pay for the approved items by the end of finals.
4. Submit p. 2 of the form along with original receipts for reimbursement to your Dean as promptly as possible.
Note: To ensure your reimbursement for online purchases from sites such as Amazon.com, attach both your online confirmation of purchase and either your credit card statement, a packing slip, or a photo of the covers of the books received.
5. Apply for reimbursement before the deadlines: February 10 for fall reimbursement, June 10 for spring.

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 for you and apply again.

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

Faculty Development Money vs Professional Development Money

Recently there has been some confusion over these two types of money. Every year, the college allows adjuncts to earn up to \$250 in stipends. This is Faculty Development money. What activities qualify for stipends? If you do the STOMP course through CII, if you attend a Blackboard orientation session, or if you attend a Read Around the World book discussion are a few examples. Stipends are usually \$50 at a time and there are many opportunities other than the ones listed here, so keep an eye on your mailboxes and email! When you attend an event that has Faculty Development money associated with it, the facilitator will ask if there are adjuncts present. Make yourself known to him or her and fill out the carbon form. Often, the activity expected to get the Faculty Development money is just attendance, but sometimes there are activities involved such as those required to complete the STOMP course. Requirements will be spelled out by the facilitator.

Profession Development money, on the other hand, is the \$320 that the union successfully negotiated for its members in the last contract. We can use that money on a variety of things as long as the items are discipline-specific or will improve our teaching: Professional Travel, Workshops, Books, Tuition and Fees for College Credit Courses (Courses can be at colleges other than Harper College), Conferences, Professional Journals, and Professional Organization Memberships.

CHECK THE PAGE FACING THIS ONE FOR DETAILS ABOUT THE PROFESSIONAL DEVELOPMENT FUND FOR HCAFA MEMBERS.



Almost \$25,000 Available in

Adjunct Teachers' Professional Development Fund!

HCAFA Welcomes Members At All HCAFA Meetings & Events

Executive Committee Meetings

Friday, Oct. 9, 2009, 3:00 – 5:00

Friday, Nov. 20, 2009, 3:30 – 5:30

Friday, Dec. 18, 2009, 3:30 – 5:30

Friday, Jan. 15, 2010, 3:30 – 5:30

Friday, Feb. 19, 2010, 3:30 – 5:30

Friday, March 19, 2010, 3:30 – 5:30

Friday, April 16, 2010, 3:30 – 5:30

Friday, May 21, 2010, 3:30 – 5:30

Friday, June 18, 2010, 3:30 – 5:30

All executive committee meetings are
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 motivating and fun. We know how full adjuncts' schedules are, so we always have great food. Exec meetings are the place to learn a lot about HCAFA, 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 directions.

Top 10 Reasons to Join HCAFA

10. Can win a great prize at our Halloween bash.
9. Can lobby the exec committee to change our Bylaws to include wine at every meeting.
8. Can be on the negotiation team and show the rest of us how it's really done.
7. Can run for President of the Union; then run for governor or even U.S. president.
6. Can use the Attorney Referral Plan for free legal advice on personal matters.
5. Can enjoy the great camaraderie of your fellow adjuncts.
4. Can benefit from \$1 Million educator's liability plan for job-related problems.

3. Can use IEA card for 2 for 1 specials at local restaurants.
2. Can take part in internal union leadership trainings, activities, and committees, which could lead to your doing a better job or possibly a new job.
1. Can be on the Oprah show because Oprah likes unions.

Do You Know How Your Dues Are Spent?

Many times adjuncts wonder once they've written their checks or had money withdrawn from their paychecks where their dues are going. We hope this helps.

\$15 (8.2%) HCAFA Local Dues

\$120 (65.5%) IEA (Illinois Education Association)

Paid Staff: Amy Kunz, our Uniserv Director, and Mary Ellen Wolmer, staff secretary

Legal Defense and Advice

Fixed Costs: Insurance, Taxes, Offices

Regional and Local Costs: For adjuncts going to regional assemblies & higher ed councils

Program Development: Training in leadership, negotiations, and grievances

Business Services and Membership: Auditing and record keeping

Membership Communications: Electronic and print media

Officers and State Committees

Research

Government Relations

Executive Director's Office.

\$48.25 (26.3%) NEA (National Education Assn.)

\$183.25 Total Dues

Our strength comes from our partnership with our parent organizations, IEA and NEA. *(Check the IEA website (www.ieanea.org) for more details.)*

Grassroots Political Activist

Our GPA, J.J. Pionke, recently hosted Illinois State Representative, Suzie Bassi, for a meet and greet of education leaders. The event went really well with lots of discussion about education, healthcare, and retirement. If you are interested in talking about local politics and Harper College, contact J.J. Pionke LA1@harperadjuncts.org.

October 1 – 3, Bloomington, IL

As we are going to press, J.J. Pionke and Candace McCreary are going to represent us at the IEA Higher Ed Conference. The theme is "Under One Umbrella" and addresses issues revolving around IEA and local unions like HCAFA, your union! We await their report and will update you on the issues in our next newsletter.

Update Your Contact Information if You Have Not Done So Yet

Please send Janice Cutler, who is in charge of HCAFA membership records, the following information: your name, division, department, non-Harper email address, and phone numbers. Simply address your letter to Janice Cutler, MS/Math, and drop it in campus mail.



All Member Canvas Underway A Cup of Coffee for Your Thoughts

We have begun our all member canvass. We want to know how you feel about teaching at Harper and what is important to you! Our goal is to contact as many members as possible. If you haven't been contacted yet and hope to give us your input, contact the executive committee to set up a meeting.

HCAFA Newsletter Undergoes Changes A Work in Progress

Our newsletter has grown! Our earliest newsletter was a simple flyer. Look at us now! Our special thanks go to Larry Price (LibArts), our graphic artist, for creating the outstanding and meaningful graphic design for our newsletter banner. Credit also goes to our contributing writers: Arlene Bublick, Julie Cudden, Janice Cutler, Candace McCreary, J.J. Pionke, Ilona Sala and countless other adjuncts. The primary tribute must go to those members who have contacted us with ideas and suggestions.

Our latest kudos go to IEA (Illinois Education Association) for printing our newsletter. We are definitely part of the IEA family. They have made sure that our printing costs are minimal.

We have been working hard to make union information easily accessible, informative, and attractive. Look for still more changes in the coming months.

Let us know what you think of our latest newsletter format. Do you like it? Is it helpful to you? Do you have any suggestions for us? Is there something that we haven't included that you would like to see included? (We hope you'll consider submitting articles or topics for articles. Don't like to write? We do! Send us your ideas, and we'll put your ideas in newsletter form.) Please contact Arlene Bublick at secretary@harperadjuncts.org with your thoughts.

Current Issues Facing HCAFA

We'd like to update you on the problems HCAFA is trying to resolve on adjuncts' behalf:

1. Termination of an Adjunct
This was a formal grievance and has been voted on by the HCAFA executive committee to go to arbitration, the last step in the grievance procedure.
 2. Class Cancellation Leaving Adjunct No Class
This was a formal grievance voted on by the executive committee to go to arbitration.
 3. Dual Unit Membership
We have filed a ULP (unfair labor practice) regarding dual unit membership with the Illinois Educational Labor Relations Board. There has been a denial of the right of adjuncts who perform jobs at Harper in addition to teaching to have the rights teaching adjuncts, librarians and counselors have under the HCAFA contract.
 4. Fair Share
This is a level 2 grievance being discussed with the college.
 5. Limitation of Teaching Hours per Semester
This is a level 2 grievance. (See "Lost a Class.")
 6. Nursing Adjuncts Hours Changed to Non Credit
This is a Demand-to-Bargain which could possibly lead to a ULP (unfair labor practice).
- Please let your Division Representative or the Grievance Chair know if there are any issues that you think might be grievable. We'll evaluate them and work to try to resolve them, but, if necessary, we'll grieve them. (Contact info is on p. 6 of this newsletter or on our website.)

Teaching Adjuncts, Have You Lost a Class? LET US KNOW!

Have you lost a class this semester? Did the college take the class away because you had 4 or more classes and they decided you can only have 3? We want to hear from YOU! The college has recently

made a policy change and we have a grievance filed. Knowing how many people were affected by this policy change will help us with the grievance. If you ever have any questions about a situation or if something has happened to you like a class has been taken away, you aren't sure of a policy, or you have had to meet with your Dean over a disciplinary or non-disciplinary matter, please don't hesitate to contact your divisional representative immediately!

What Are My Weingarten Rights?

If you are ever in a situation that you believe could lead to any kind of disciplinary action, you have the right to have a union representative with you. In a situation like that, to protect yourself, say, "If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative be present at the meeting. Without representation, I choose not to answer any questions." Under no circumstances should you lose your cool or walk out of the meeting.

(Kat's Korner continued from page 1)

Dear Kat,

I've been told that if my student evaluation numbers fall below a certain percentage, I can be let go, is this true?

-Worried

This is absolutely FALSE. If your student evaluations have fallen recently, the Dean may evaluate you outside of the 2 year time period as delineated in our contract. Only if your college given evaluation by the dean or assistant dean is particularly poor does the college have grounds to dismiss you. You can NOT be dismissed solely on the basis of poor student evaluations.

Dear Kat,

I thought I was a member of HCAFA and have been paying union dues for several semesters, but I was just told that I am a "fair share fee payer"--not a real member of HCAFA. Is that possible?

Yes, it is. A fair share fee payer is an adjunct who is paying the amount of money mandated by the Illinois Education Labor Relations Act to cover the costs of the union representing that unit member. There is only \$10 difference per semester between

the fair share required amount and the full member amount. The benefits of being a full member of HCAFA make paying that small difference a worthwhile investment. Besides showing support for HCAFA, it also allows you to vote in elections, hold positions within the union, and have a say in what we do; otherwise, your voice is effectively silenced (*Show your support for HCAFA, contact Janice Cutler, MS/Math.*)

Counselors and Librarians

The Adjunct Counselors and Librarians have spent this semester learning to work with the huge influx of students. We would like to plan a meeting to gather information from each other and to foster communication between our diverse groups. Prior to the meeting, if anyone in these groups has any issues that you feel we need to address, please do not hesitate to contact one of your representatives.

Bulletin Board



Make sure to check out the HCAFA bulletin board, located near the human resources office on the third floor of building A. To keep you informed of all the latest HCAFA news, the bulletin board will be updated monthly. Currently, you can find information on our upcoming meetings, when our Halloween party is, who to contact if you have any questions, and much more. Would you like to see something on the board that's not currently there? Contact Julie Cudden at LA3@harperadjuncts.org.

HCAFA on Facebook

On Facebook? So are we! Look for us under HCAFA! We are a locked community for our own

protection but any adjunct may join! Dates of meetings and other announcements are routinely posted on the Facebook page. We hope to see you there

Updating Our Bylaws

We have grown and we have changed. Our initial bylaws and constitution were primarily designed by Paul Casbarian, one of HCAFA's earliest members. Most of our bylaws were based on suggestions from IEA and bylaws from other adjunct unions. We have lived for several years with our original bylaws and now recognize what has worked well for us, what hasn't, and the changes that need to be made. That is the reason we have decided that it is time to update our bylaws. The changes we are proposing will both meet our needs and conform more accurately to IEA models. To that end, we have combined the existing bylaws and constitution into a single document called "Bylaws."

You will be asked to vote on the new bylaws at the Halloween Party October 22nd. You should have received an email copy of the bylaws. If you have any questions about the bylaws, please don't hesitate to contact any member of the Executive Committee. If you wish to see an old copy of the constitution and bylaws for comparison purposes, they can be found on our website.

Employee Assistance Program

Feeling down? Stressed out over stuff going on at home? Worried about the future? Contact Workplace Solutions Employee Assistance Program (EAP) at wseap.com or call 800-327-5071. This is a 24-hour service. Harper employees and their families living with them can benefit from this free counseling.

HCAFA EXECUTIVE COMMITTEE OFFICERS

President: Ilona Sala
Vice President/Grievance Chair: Charmian Tashjian
Treasurer: Rob Alexander
Membership Records Chair: 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

DIVISION REPRESENTATIVES

AE/LS:

Rob Alexander AELS1@harperadjuncts.org
Taimi Wilk AELS4@harperadjuncts.org

BUS/SS:

Candace McCreary BUS1@harperadjuncts.org
George Nolasco BUS2@harperadjuncts.org

LIBARTS:

Julie Cudden LA3@harperadjuncts.org
J.J. Pionke LA1@harperadjuncts.org
Larry Price LA2@harperadjuncts.org

MS:

Gary Wilson MS1@harperadjuncts.org

LIB/COUN

Bob Kaufman LC1@harperadjuncts.org
Karin Lacour Rivers LC1@harperadjuncts.org
Krista McAdamis LC1@harperadjuncts.org
Joanne Meyerhoff LC1@harperadjuncts.org
Dwain Thomas (LIB) LC1@harperadjuncts.org

Note: For divisions without reps, we'll do our best to keep you informed through newsletters. If you find time this fall, please consider becoming a rep and joining us for our monthly meetings. It will be to your advantage and you will love the friendships

Double, Double Toil and Trouble; Fire Burn, and Cauldron Bubble!

-William Shakespeare, *Macbeth*

Come celebrate the haunting season!
Come to the Adjunct **Halloween Party** and
Vote for the updated Bylaws.



Cafeteria A238

**Thursday, October 22,
3:00- 5:00**

Frighteningly Fantastic Food

Find the updated Bylaws on Harperadjuncts.org or in your recently received email.

Name _____ Dept _____

Phone number _____

Email _____

For an extra entry in the raffle, fill in the following coupon and bring it to the party.
Costumes are optional but there will be a prize for the best one!

**An Adjunct You Should Know,
Charmian Tashjian, Grievance Chair**



Adj. Adv: What is your educational background?

I have a Masters Degree from Stanford and a Doctor of Musical Arts from Northwestern. I majored in music theory and composition and the humanities. I've taught at DePaul, Columbia College, Lake Forest College and College of Lake County. I teach music theory, aural skills, composition, music appreciation, and related music subjects. I also teach humanities, women in the arts, and music and art in the 20th/21st centuries. As a composer, my musical compositions have been performed across the U.S. and abroad. I was one of the founders, president, and on the board of American Women Composers Midwest, an activist organization.

Adj. Adv: How did you become active in HCAFA?

I heard there was interest in forming a union for adjunct faculty when I first started. I had been teaching at DePaul for years and was very dissatisfied with being an adjunct there, so I was quite interested in knowing more about this possible union that was just forming. I went to an informational meeting and talked with the people there. I found out that I would not be eligible for membership until I was in my fourth consecutive semester of teaching. The eligible adjuncts voted

overwhelmingly to have a union. The following spring, I found out about a meeting of this new union at the IEA office in Palatine. Even though I knew I wasn't eligible to be a member, I went to the meeting and to my delight found a lot of wonderful people that I could associate with. The people on the Executive Committee of HCAFA are dedicated to working not for their own benefit but for the betterment of working conditions for all adjuncts at Harper. The work they do together is rewarding for that reason. I joined as soon as I became eligible, became a division representative for the Liberal Arts division, then served on the grievance committee, and am now the Vice President/Grievance Chair.

Adj. Adv: Describe your job as grievance chair.

Although at first, I thought that grievances were bad things, I understand now that grievances are the means through which union members can air any problems in a civil, organized way. This method is very carefully spelled out in our contract and promotes a dialogue and a better working relationship with the administration.

I hope that any adjuncts who are unit eligible and have any concerns will contact their division representative or me for assistance. (See www.harperadjuncts.org for e-mail addresses.)

Adj. Adv: Do you have any advice to share?

I would like to invite all adjuncts at Harper to become a part of our HCAFA team, to help others as well as themselves. And our students, we hope, will learn by our example and our efforts that such cooperation and work will lead to a better, more equitable world in the future, whether in academia or elsewhere.

Adj. Adv: Thank you. We are fortunate to have dedicated members like you in HCAFA!

Visit Our Website, WWW.HARPERADJUNCTS.ORG

If undeliverable, please return to
Janice Cutler, MS/Math

PLEASE DELIVER TO:

