



THE HARPER ADJUNCT ADVOCATE

**HARPER COLLEGE ADJUNCT FACULTY ASSOCIATION
NEWSLETTER**
January 2018, No. 1, Vol. 13

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(847) 359-0300

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

HCAFA INVITES YOU TO THE PALATINE IEA-NEA SURS RETIREMENT WORKSHOP GIVEN BY A SURS REPRESENTATIVE!

- *Tailored to the unique needs of adjunct faculty.*
- *Time will be allowed for questions and answers.*



Monday, February 5, 2018
4:30 – 6:30
The IEA-NEA Palatine Office
553 N. North Court, Suite 205
Entrance and parking are in back.
A light meal will be available.

This will be an ideal time for adjuncts to think through their retirement plans.

To RSVP:

- Go to our website (www.harperadjuncts.org) and click [Yes](#) or [No](#) on our blog about this event. Then fill out the enrollment form, or
- Call the IEA office and ask for Amy or Hasmig at 847 359-0300.

We hope to see you there!

*Other Retirement Workshops Sponsored by IEA:
IMRF meeting on Wednesday, January 31, 2018
TRS meeting on Tuesday, February 6, 2018*

**YOU MAY NOT BE ABLE TO TELL FROM OUR WEATHER,
BUT SPRING—AT LEAST THE SPRING SEMESTER—HAS ARRIVED!**

**WITH THE SPRING SEMESTER, COMES AN OPPORTUNITY TO APPLY FOR
PROFESSIONAL DEVELOPMENT ACTIVITIES FOR BOTH SPRING & SUMMER!**



PROFESSIONAL DEVELOPMENT (Contract Article 9.2)

Adjunct employees may submit pre-approved, non-taxable reimbursement requests for professional development activities that occur during Fall or Spring semesters of the same fiscal year. If an adjunct employee has an assignment during the Spring semester, he/she may request (prior to the end of the Spring semester) reimbursement for pre-approved professional development which occurs during the summer term. Professional development activities must be specific to the adjunct employee's assignment at Harper.

To obtain reimbursement, adjunct employees must receive pre-approval for all professional development expenditures from the Dean (or designee) and Provost (or designee). Professional development activities eligible for pre-approval include, but are not limited to: books, including electronic downloads; professional travel; tuition and fees for workshops, seminars, and college credit courses; expenses related to conferences; professional journals; and memberships in professional organizations (which may include online access to journals). The College does not reimburse for teaching supplies or materials normally provided by the division or any digital hardware or software programs.

Pre-approval must be requested prior to incurring any expenses. Reimbursement of expenses incurred between the initial request to the Dean and receipt of final approval will be at the discretion of the Dean (or designee) or Provost (or designee).

The maximum reimbursement to any individual adjunct employee will generally be a total of four hundred dollars (\$400) for the year. Reimbursement requests can be made in one submission or multiple submissions. If the four hundred dollar (\$400) reimbursement has been reached or the adjunct employee's request exceeds that amount, the adjunct employee may petition the appropriate Dean for additional funds in excess of the four hundred dollars (\$400). The College will make available a pool of thirty thousand dollars (\$30,000) each fiscal year for the purpose of reimbursing approved professional development.

Submission for reimbursement must occur before May 31 for the Spring semester and August 31 for the summer term.

STEPS TO TAKE TO BENEFIT FROM PROFESSIONAL DEVELOPMENT:

- Decide on an activity or several activities that you would like to do.
- If you are working this semester, you can apply for summer activities now as well.
- Think of professional travel, workshops, seminars, college credit courses, conferences, professional journals, books, and downloads, and membership in professional organizations.
- You are eligible to receive reimbursement of \$400 for the year.
- You can petition the Dean for additional funds in excess of the \$400.
- Once you decide on an activity, gain pre-approval from your Dean.
- Once you are pre-approved, enroll in your activity.
- Complete your activity, and apply for reimbursement before May 31 for the Spring semester and August 31 for the summer term.

PRESIDENT'S MESSAGE

Welcome back, Harper adjuncts!

We hope that you have enjoyed the holidays and had a relaxing break. Hopefully we won't be revisited by the Polar Vortex now that Harper's so-called "spring" semester is underway! HCAFA has not been hibernating this winter and has been working with the Academy for Teaching Excellence on the Adjunct Level 2 program that we negotiated for in our new contract. Before our contract negotiations, we asked you, our members, about what you wanted in the new contract. Many people wanted more class assignments and recognition for their professional accomplishments. The Level 2 program is being designed to meet those needs and also to reward those who attain Level 2 status with a 2.5% increase in pay. Plans are being finalized, but applications for consideration of Level 2 status will begin this semester. Adjuncts that are accepted will be awarded Level 2 status as of the fall, 2018 semester.

We hope you can stay warm and have a happy, healthy year! Yours in unity,
President Charmian Tashjian and the HCAFA Executive Committee

JOIN FELLOW ADJUNCTS AT HCAFA EXEC COMMITTEE MEETINGS!

HCAFA Exec Committee Meetings Are Open To All Adjuncts!

Come when you can and stay as long as you'd like. We'd love to have you with us!

Check our website, www.harperadjuncts.org, for the room number for the meeting.

February 16, 2018, 11:00 – 1:30, J167

HCAFA DELEGATES ELECTED TO THE IEA REPRESENTATIVE ASSEMBLY

Congratulations to Charmian Tashjian and Taimi Wilk, HCAFA's recently elected delegates to the IEA Rep Assembly at the Hyatt Regency O'Hare in Rosemont, April 19 – 21, 2018.

PAYMENT FOR SUBSTITUTE TEACHING

A question has arisen regarding partial hours of pay for substitute teaching at Harper. HCAFA is working on this question with the administration and should have it resolved soon. We will apprise you of the results once the issue has been resolved. Members, please contact Taimi Wilk, HCAFA grievance chair, at hcafagrievance@gmail.com as soon as possible if you have had any recent experience with partial subbing hours.

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.

Www.harperadjuncts.org, the HCAFA website, has an in depth explanation of these very important rights. Go to our site and click on "union representation" under the "documents" tab.

Problem? HCAFA is here to help!

Members, please contact Taimi Wilk, HCAFA grievance chair, at hcafagrievance@gmail.com as soon as possible. To help you, it is imperative that we meet the deadlines in our contract.

HCAFA EXECUTIVE COMMITTEE

OFFICERS

President:	Charmian Tashjian	hcafapresident@gmail.com
Vice President/Grievance Chair:	Taimi Wilk	hcafagrievance@gmail.com
Treasurer:	Janice Cutler	hcafatreasurer@gmail.com
Membership Records Chair:	Stuart Templeton	hcafamembership@gmail.com
Secretary:	Arlene Bublick	hcafasecretary@gmail.com
IEA NEA Uniserv Director:	Amy Kunz	amy.kunz@ieanea.org (847 359-0300)
Harper Adjunct Advocate Editor:	Arlene Bublick	hcafasecretary@gmail.com

DIVISION REPRESENTATIVES

CTP:		MS:	
Stuart Templeton	hcafap1@gmail.com	Janice Cutler	See email address above.
LIBARTS		LIBRARIANS and COUNSELORS	
Tony Hammer	hcafaels1@gmail.com	Kristin Cushing	hcafalibcoun1@gmail.com
Taimi Wilk	See email address above.	Dwain Thomas	hcafalibcoun1@gmail.com

Note: For divisions without reps, we'll do our best to keep you informed. Additional reps are welcome. If you are interested in becoming a rep, please contact Charmian Tashjian at hcafapresident@gmail.com.



FIND US AT HCAFA ON FACEBOOK.

Full members are invited to join our Facebook group. Become a member by searching *Harper College Adjunct Faculty* on your Facebook home page and requesting admission.

Visit Our Website, WWW.HARPERADJUNCTS.ORG.

If undeliverable, return to
Janice Cutler, MS

PLEASE DELIVER TO: