HCAFA MONTHLY MEETING
Thursday, August 17th 2023, 7 – 8 PM Zoom

Attendees: Steven Titus, Amy Kunz, Robert Allare, Marcus Reznicek, Richard Krupa, David Bergman, Charmian Tashjian

1. Introductions and guest comments:
   1A) Rich Krupa – Concerns about classes being cut off too early due to low enrollment. On Monday, the 14th, enrollment numbers were up 3%. Tuesday was the cutoff for classes (set by the Dean and Provost) and enrollment went down 15%. NOTE from Steve – President Proctor confirmed that overall enrollment at the college was up 3% for the fall semester.
   Rich: “Chair Bobby Summers in Political Science – classes get signed up for later than others. Getting cut off on Wednesday is a negative effect.”
   Steve: I will address this in my next meeting with our Provost, Ruth Williams, and Associate Provost, Mike Bates.
   Charmian: In the past the college has been more willing to make these low-enrollments a late-start. Sometimes the college use to wait until Thursday.
   Marcus: Concerns over career-orientated advising, leading students away from Liberal Arts, History classes.
   Robert: “Two things to think about for scheduling I want you to know that MCC has implemented a 7-student minimum. I think that we need to push back on the class cut off date. Students are registering late. The college should do a study on this, because we might be losing students for good. We also need to work on classes that deal with diversity (i.e., African American History) and investment spend on these classes for a period of time.”

   1B) Marcus and Robert left the AI meeting/session today in orientation not feeling comfortable with the suggestions offered. They are suggesting instructors help students understand how to equitably use this technology instead of enforcing their own development.

2. Future executive team meeting dates – (When are the best days/times for people to meet?) - Friday midday or Wednesday nights. This will be formulate dlater

3. Contract ratification: (A pdf copy of the contract will be attached)
   -Four-year contract from August 2023 to August 2027
   -Salary increases: Yr 1 – 5%. Yr 2 – 4.25%. Yrs 3 & 4 – tied to CPI (4.5% - 2.25%)
   -Stipends for adjuncts on Shared Governance (see point #6)
   -Stipends for new adjunct faculty attendance at orientation - $120
   -Immediate eligibility into the union for adjuncts

4. New adjunct faculty recruitment to union
   Steve: I’ve met with the new adjunct faculty at orientation. Amanda Nielsen in the Academy has provided their emails. With the new rules in the contract, adjuncts can now join the union straight away. No more two-year wait period to join.
   -NOTE FOR Cory, let’s reach out to these adjuncts and see if we can recruit them to join the union!
5. **Adjunct faculty teaching and learning conference – September 14th**
4:30-8:30pm – HCAFA will have a table set up for this event. I need another adjunct to assist me on this night. Like Robert has done in the past, I’m considering purchasing a small amount of $5 gift cards to Subway, Starbucks and Sodexo on Campus as little pieces of appreciation to raffle off to adjuncts.

6. **Shared Governance committee members**
   - *Faculty development committee* – Jenn Merritt (new)
   - *Finance committee* – Margaret Hickey-Marco (joined in Spring)
   - *HR and Wellness Committee* – David Bergman (new)
   - *Institutional Resources Policy Council* – Samira Chaker (returning)
   - *Technology committee* – Robert Allare (new)
   - *DEI committee* – Marcus Reznicek (returning)
   - *Learning Assessment Committee* – unfulfilled
   - *Strategic planning and Accountability committee* – Cindy Miller (returning)
   - *Student Success Policy Council* – Richard Krupa (returning)
   - *Coordination and Review Committee* – Steven Titus (new)

**NOTE:** With the new contract, committees that meet once a month will compensate participants with a $450 stipend at the end of the Spring semester, 2024. For the two committees that meet twice a month, participants will receive $900. Payment for these is still being worked out by Dr. Maria Coons. It is likely that payments will be split in two, half one semester, half another semester.

*Brief reports from the adjunct committee members will be asked for twice a semester.* These don’t need to be extensive. Tell the executive committee and myself a brief update on the comings and goings of the committee you are involved in. This can either be at our scheduled HCAFA Zoom meetings once-a-month or sent to me by email. I would appreciate it! 😊

7. **Executive committee reports.**
   - Updates from…
     - **Treasury:** David Bergman: No significant changes. Some of the adjuncts wanted to send money electronically. Can we use a Gmail account? Contact Tedd. Waiting for Cory to send final numbers to IEA.
     - **Charmian:** I would advise paying some of it or half of it.
     - **Membership Outreach (Cory Long):** Out of town. Will be reaching out to new adjuncts.
     - **Grievances (Jenn Merritt):** (Was not able to attend. Notes from Jenn’s 8/14 email)
       - **Grievance issues:**
         - Mary Ann (receiving a new performance plan for Fall)
         - Terri Birch (currently working through)
8. **Final notes from Steve – next steps for the union – spreading the word of the contract**

-In the coming week, I will be meeting with deans across the college to make sure they understand the changes in the new contract. This is being done to prevent a lack of information and increase transparency to make sure adjuncts are treated fairly and compensated for accurately. Transparency and open communication are a key objective of mine as President.

-Question: How can we spread the good word on the successes in our contract?

    -HCAFA newsletter, Teaching and Learning Conference, Academy Adjunct newsletter, InsideHarper?

    **Steve:** I’ll put that into action in the coming weeks. Currently, I am handling Secretary duties as well which is mostly fine because I know the job. Eventually, I will reach out to Level II adjuncts to see if I could get one of them interested in the Secretary position for HCAFA.

**End of meeting – 8:04pm**