



Special Edition of the Adjunct Faculty Organization News

HFCC-AFO
AFT Local 337
AFT, AFL-CIO
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We Have a Second Contract!

By Tom Anderson

Chair of the AFO Bargaining Committee

A process that began before the ink was dry on our first contract came to a conclusion on Friday evening May 20, 2011. After a long day of bargaining, we were pleased to shake hands with the Board's bargaining team when we finally reached tentative agreement on a fair and equitable second contract with the College.

This special edition of the *Adjunct Faculty Organization News*

highlights key provisions of the new contract and explains the ratification process. (See the article that begins on page two for more information on the ratification process.)

If all goes according to plan, our contract will be formally ratified during a special General Membership Meeting to be held on Friday, June 17 (see the box to the right for the meeting agenda and details). Assuming that AFO mem-

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Special General Membership Meeting

Friday, June 17 @ 3:30

In the CTEI Classroom - A-001
(Basement of the Learning
Technology Building)

Agenda

- Election Committee Report on Contract Ratification Referendum
- Discussion and vote on final 2011-12 Budget proposal
- Vote on By-law I (Dues and Fees)
- Vote on By-law II (Officer Stipends and Dues Refunds)

See the article on the back page for more information.

The general membership meeting is the legislative body of the AFO.

Agency fee payers (individuals covered by the AFO contract, but who are not AFO members) are welcome and encouraged to attend the meeting but may not cast votes.

Light snack provided. Children welcome!



Members of both the AFO's bargaining team and the Board's team were all smiles after reaching tentative agreement on a second contract Friday night, May 20. Pictured (from left to right) are Sherry Morgan, HR Supervisor Lynn Borczon, HR Director Cynthia Eschenburg, Attorney Dan Tukel, AFO Bargaining Team Chair Tom Anderson, VP/Controller Marge Swan, AFT-M Field Representative Johnny Mickles, Gary Rivard, AFO President Mary Beck and Bill Norris. Photo taken by Glenn O'Kray.

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Elections Committee Will Supervise Contract Ratification Referendum

The AFO's new election committee consisting of Christine Ashton, Nancy Owen-Nelson, Maria Sepulveda, and Beatrice Thomas met last week to elect a chair and to make plans for their first major responsibility: supervising the contract ratification referendum. Instead of electing a single chair, however, the committee decided to elect co-chairs: Maria Sepulveda and Christine Ashton.

The AFO's Constitution states that

contract ratification referendums will "generally" be conducted by secret ballot. Only AFO members and associate members in good standing have the right to vote in union elections, including referendums on contract ratifications. You are considered a "member" as opposed to an "associate member" if you are teaching during the spring term. Most individuals who are members (i.e. those who are working during the spring term) will re-

ceive their ballots through interoffice mail. A reasonable effort will be made to use the U.S. mail to send ballots to those members teaching online courses or who teach off campus (e.g. nurses on clinical rotations).

As defined by our Constitution, you are an associate member if you taught during either the fall, 2010 or winter, 2011 semester or both, but not during the spring, 2011 semester. Associate members will receive their ballots through the U.S. mail.

The election committee decided to conduct the secret ballot using the "double blind" system. Members and associate members will receive a ballot package that will include the actual ballot (with instructions) and two envelopes. The outer envelope is pre-addressed to the AFO and has a place for the member or associate member's return address. It is critical that you print your name legibly in the return address section as it will be used to ensure that you have a right to vote in the referendum. The ballot itself should be placed in the inner envelope that is clearly marked "Ballot." Make sure you complete the ballot with a "yes" vote (in favor of ratification) or a "no" vote (opposed to ratification) before putting your ballot in the ballot envelope! This inner envelope should not include any identifying information; don't write your name on the ballot envelope.

Your completed ballot can be sent to our offices either by U.S. mail or interoffice mail or it can be dropped off. Just slide it under the door if the office isn't open when you deliver it.

AFO Recording Secretary Bill Norris and Financial Records Secretary Sherry Morgan will prepare mailing labels for associate members and members during the coming week. The election committee will compare the mailing labels to the AFO membership roster to ensure that ballots are sent to all of those eligible to vote.

The plan is to get ballots sent out by Thursday, June 2. Eligible voters will then have until Thursday, June 16 to

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The *Adjunct Faculty Organization News* is the official newsletter of:

The HFCC Adjunct Faculty Organization
American Federation of Teachers Local 337, AFL-CIO
5101 Evergreen Road
Dearborn, MI 48128
313.845.9707
hfccafo@gmail.com
www.hfcc-afo.org

**Our office is located in A-024
in the basement of the
Learning Technology Building**

AFO Executive Board

- Mary Beck, President
- L. Glenn O'Kray, Vice-President
- Thomas Anderson, Chief Grievance Officer
- William Breger, Treasurer
- Sherry Morgan, Financial Records Secretary
- William Norris, Recording Secretary and Executive Director

You can contact any Executive Board member by office telephone, email, or by sending a letter through either interoffice or U.S. mail. See contact information above.

The AFO Executive Board has an open meeting policy. Between September and May, the Executive Board meets on the second Friday of the month at 2:00 p.m., usually in the Local 1650 Conference Room.

Disclaimer

The information in this newsletter is intended to educate AFO members and agency fee payers regarding the specifics of the tentative agreement reached with the College on a new contract with special attention to contractual changes. If there is any discrepancy between any information presented herein and the actual contractual language, the contractual language will govern. Any member or agency fee payer who wishes to review the contractual language should contact our office.

Across-the-Board Raises Will Increase Salaries by 5% Over Three Years

Teaching Adjuncts Per Contact Hour Rates

(Continued from page one)

2010-11 Salary Structure (Current Salary Structure)				
Step	Less than Master's	Master's	Master's Plus	Ph.D.
Step One	\$33.56	\$35.00	\$36.46	\$37.90
Step Two	\$36.08	\$37.64	\$39.20	\$40.76
Step Three	\$38.80	\$40.47	\$42.15	\$43.83
Step Four	\$41.72	\$43.52	\$45.32	\$47.12
2011-12 Salary Structure (Goes into effect Fall, 2011)				
Step	Less than Master's	Master's	Master's Plus	Ph.D.
Step One	\$34.40	\$35.88	\$37.37	\$38.85
Step Two	\$36.98	\$38.58	\$40.18	\$41.78
Step Three	\$39.77	\$41.48	\$43.20	\$44.93
Step Four	\$42.76	\$44.61	\$46.45	\$48.30
2012-13 Salary Structure (Goes into effect Fall, 2012)				
Step	Less than Master's	Master's	Master's Plus	Ph.D.
Step One	\$34.91	\$36.41	\$37.93	\$39.43
Step Two	\$37.54	\$39.16	\$40.78	\$42.41
Step Three	\$40.37	\$42.10	\$43.85	\$45.60
Step Four	\$43.40	\$45.28	\$47.15	\$49.02
2013-14 Salary Structure (Goes into effect Fall, 2013)				
Step	Less than Master's	Master's	Master's Plus	Ph.D.
Step One	\$35.26	\$36.78	\$38.31	\$39.82
Step Two	\$37.91	\$39.55	\$41.19	\$42.83
Step Three	\$40.77	\$42.53	\$44.29	\$46.06
Step Four	\$43.84	\$45.73	\$47.62	\$49.51

bers ratify the tentative agreement, the HFCC Board of Trustees will likely be asked to ratify the contract during their regularly scheduled Board meeting on Monday evening, June 20.

We didn't get everything we wanted in this contract, but we will get modest raises in each year of a three-year agreement and we made significant improvements with regard to key non-economic provisions. I and the rest of the bargaining team urge you to read this special edition carefully and to cast a "yes" vote in the contract ratification referendum.

If ratified by both the AFO membership and the HFCC Board of Trustees, the new contract between the AFO and the Board will be a three (plus) year agreement terminating at the end of the summer term of 2014. The non-economic provisions of the contract will go into effect on July 1, 2011, and the new economic provisions will begin to kick in starting with the fall, 2011 semester. This change will put the AFO contract on an academic year basis (beginning with the fall semester and ending with the summer term).

The tentative agreement calls for a 5 percent increase over a three-year period. As shown in the charts to the left, teaching adjuncts will receive a 2.5 percent per contact hour increase in the first year of the contract (effective with the fall,

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We Could Have Picked a Better Year to Bargain...

Non-Teaching Rates

(Continued from page three)

2010-11 Salary Structure (Current Salary Structure)		
Step	LMA	MA
Step One	\$19.89	\$24.02
Step Two	\$21.38	\$25.83
Step Three	\$22.99	\$27.78
Step Four	\$24.72	\$29.87
2011-12 Salary Structure (Goes into Effect Fall, 2011)		
Step	LMA	MA
Step One	\$20.39	\$24.62
Step Two	\$21.91	\$26.48
Step Three	\$23.56	\$28.47
Step Four	\$25.34	\$30.62
2012-13 Salary Structure (Goes into Effect Fall, 2012)		
Step	LMA	MA
Step One	\$20.69	\$24.99
Step Two	\$22.24	\$26.87
Step Three	\$23.92	\$28.90
Step Four	\$25.72	\$31.08
2012-13 Salary Structure (Goes into Effect Fall, 2013)		
Step	LMA	MA
Step One	\$20.90	\$25.24
Step Two	\$22.47	\$27.14
Step Three	\$24.16	\$29.19
Step Four	\$25.98	\$31.39

2011 semester) followed by a 1.5 percent increase in the second year (effective in the fall, 2012 semester) and a 1.0 percent increase in the third year (effective in the fall, 2013 semester). Non-teaching adjuncts (i.e. counselors and librarians) will likewise receive a 5 percent increase over the life of the contract in the same increments as shown in the salary charts to the left.

Currently, HFCC adjuncts are near the bottom of the list with regards to salary in comparison to adjuncts at other Michigan community colleges and around the country. A 5 percent increase over a three year period will be an improvement, but we are still far from reaching our long-term goals. In fact, no administrator or Board member can make a valid argument that our compensation is anywhere near competitive. Even after our increases, we will continue to be underpaid in comparison to most of our peers at other schools around the state and country.

Nonetheless, given the current state of Michigan's economy, a 5 percent increase over three years is as much as we can realistically expect to wring out of the College. The College's financial issues are real, not imaginary. It is very likely that during the same meeting that the Board will be asked to ratify our contract, Board members will be asked to approve a deficit budget for the upcoming fiscal year. That means they will be approving a budget in which expenses exceed income. To ratify a contract calling for any sort of pay increase will take real courage on their part. Speaking not only for myself, but also for the entire AFO bargaining committee, we will salute them provided they show the necessary courage by voting "yes."

All signs are pointing to a slow, but sustained economic recovery

in Michigan (in spite of, not because of, the slash and burn economic policies of our Republican legislature and governor). So when we are back at the table in 2014, we hope to be in a better position to press for a more significant across-the-board increase and for some of the economic improvements we were forced to take off the table during this round of bargaining: a fifth step, a premium for adjuncts teaching English composition courses, and a premium for science teachers teaching double session lecture courses.

During the next three years, we're going to be asking our members to help us elect a legislature that is more friendly to public education. We negotiated a provision in our contract to enable payroll deductions for voluntary contributions to a political action committee. By contributing to it, you will be investing in your future and the future of thousands of Michigan students from kindergarten through graduate school.

We will also be actively campaigning for Board members who understand that our working conditions equate to student learning conditions. And, of course, we will be supporting the HFCC millage renewal when the time comes. We want every adjunct who lives in Dearborn to have a yard sign, and we want as many of you as possible to help with poll work and other election-related activities.

In the meantime, I am proud of what we accomplished in this round of contract negotiations, and I want to publicly acknowledge the hard work of the Board's bargaining team consisting of VP/Controller Marge Swan, HR Director Cynthia Eschenburg, HR Supervisor Lynn Borczon and Attorney Dan Tukel.

Read on to learn more about the significant improvements in our working conditions that we were able to negotiate and vote "yes" when you receive your ratification ballot.

New Contract Means Better Working Conditions

Innovative Performance Evaluation/New Hire Mentor Program Will Improve Education and Retention

The tentative agreement calls for the establishment of a task force that will be responsible for developing Adjunct Performance Evaluation and New Hire Mentor Programs that “are subject to approval by both the College and the Union.” The tentative agreement calls for the development of an Adjunct Handbook that will include information useful to adjuncts, especially new hires, and that will outline the APE/NHM programs. The task force will issue guidelines for the frequency and timeliness of performance evaluations for new hires, other probationary employees, and senior adjuncts.

Two four-hour training programs will be established for senior adjuncts who wish to qualify as new-hire mentors or to serve as classroom observers (as part of the evaluation process). Senior adjuncts who “complete one or both training programs may qualify for payment for professional development as provided in Article XVII” of our existing contract (i.e. \$100).

In addition, Senior adjuncts shall be compensated \$100 for a two semester assignment as a new hire mentor plus \$25 for up to two additional semesters. A senior adjunct may mentor several new hires simultaneously. Senior adjuncts will also qualify for a \$50 payment if they ac-

cept an assignment as a classroom observer. Adjuncts cannot serve as both mentors and classroom observers during the same semester.

AFO President Mary Beck was a strong proponent of this program and insisted that it be jointly owned by the College and the AFO. She said, “This program will help ensure that probationary adjuncts have the tools they need to be successful and will improve the quality of education our students receive in the classroom.”

Adjuncts Will Be Compensated for Committee Assignments

Senior adjuncts will be compensated up to \$100 per semester for serving on standing committees of the College Organization such as the Facilities Planning Committee and the Strategic Planning Committee. While adjuncts are encouraged to continue contributing to departmental and divisional committees, they will not be compensated for doing so.

We will publish a list of the College Organization’s standing committees and the names of adjuncts who are currently representing us on such committees. Any adjunct, whether a member or an agency fee payer, is encouraged to step forward and volunteer to serve on one or more of these committees.

If more than one adjunct wishes to serve on a particular committee,

a special election will be conducted to determine which adjunct represents us on the committee. All adjuncts, including agency fee payers, will be eligible to vote in such an election.



Adjuncts Will Have Right to Be Considered for Full-time Vacancies

The tentative agreement includes a new article that will require the College to interview a minimum number of senior adjuncts whenever there are full-time vacancies. Provided that a sufficient number of adjuncts apply for an opening, the College has committed to interviewing at least as many internal applicants as external applicants.

In recent years, many full-time positions have been filled by adjuncts, but some departments have had a better track record of considering internal applicants than others. The tentative agreement does not take away the College’s right to make the final hiring decision, but it will ensure that adjuncts have an opportunity to demonstrate their potential value to the College as a full-time employee.

The existing article covering temporary part- and full-time vacancies has also been modified. In the future, the College is required to notify senior adjuncts when temporary full-time positions are available and, if the senior adjunct is interested, to consider her or him for the opening.

Ratification Ballots Will Be Mailed in Early June

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get ballots delivered to the AFO office. At 1:00 p.m. on Friday, June 17 (just prior to the special General Membership Meeting and in the same room), the election committee will count the ballots in a meeting that will be open to all eligible voters. One or more committee members will check off registered voters (based on the return address on the outer envelope) and

one or more different committee members will open the ballot envelopes and tally the votes.

With the process complete, the election committee chairs will then be able to report the results during the special General Membership Meeting.

If you are an eligible voter and do not receive a ballot through the U.S. mail or interoffice mail by Tuesday, June 7, contact the AFO office immediately.

Improved Working Conditions = Improved Learning Conditions

Regularized Paydays Will Eliminate the Guesswork and Facilitate Financial Planning

Adjuncts at HFCC have long complained about the fact that they never seem to know when they're going to get paid. All that will change over the life of our new contract if approved by members and the Board of Trustees.

The tentative agreement calls for the implementation of a regularized pay schedule. The payroll schedule will remain as it is for the summer, 2011 and fall, 2011 terms which means you shouldn't expect your first paycheck for the fall semester until close to the end of September with subsequent payrolls run on the 22nd of the month (i.e. October 22, November 22, and December 22).

Special Premiums for Dearborn P-12 Teachers to be Phased Out

Prior to the formation of the AFO, Dearborn P-12 teachers were compensated based on the full-time faculty "extra contractual" rate. When full-time HFCC faculty members teach a class beyond their minimum contractual requirement, they are paid two hours for every hour they spend in the classroom at their extra-contractual rate (their full-time base salary divided by 2,250). In the past, the Dearborn teachers working at the College received the same rate based on their step in the Dearborn P-12 system. In comparison to other adjuncts, such teachers were being paid much more for teaching the same class and, as might be expected, this was an issue for many of our members.

During our first round of contract negotiations, the College urged our bargaining team to agree to its proposal to eliminate the special premium paid to Dearborn teachers and to compensate them at the negotiated rate paid to all other part-time teachers at the College under the terms of our new contract. Lead negotiator Tom Anderson resisted the temptation to "take the money" and insisted on grandparenting those Dearborn P-12 teach-

ers already employed by the College. As he said at the time, "they're not overpaid, the rest of us are underpaid." In the end, we agreed to freeze their pay at whatever rate they were currently at and to compensate Dearborn P-12 teachers new to HFCC at the negotiated rate.

Beginning with the winter, 2012 semester, adjuncts will be paid on (or about) the 22nd of the month for both the winter and fall semesters. Fall payments will be spread evenly over four paychecks—September 22, October 22, November 22 and December 22 and winter paychecks will be spread evenly over five paychecks—January 22, February 22, March 22, April 22, and May 22. That means we will receive five paychecks in the winter 2012 semester, instead of four as we did last winter, so each check will be proportionately less.

During the spring and summer terms of 2012, payrolls will be run close to the current schedule. This means that those teaching in the spring, 2012 term should not expect their first spring paycheck until the beginning of June. However, begin-

ning the following year (2013), spring and summer paychecks will also be issued on the 22nd of the month. That is, the first spring payroll check in 2013 will be run on or about May 22 with the second spring payroll coming on June 22 and the summer, 2013 paychecks will be issued on July 22 and August 22.

When fully implemented, adjuncts working fall, winter, spring and summer terms will receive 12 paychecks per year all on the 22nd of the month. For those working winter and spring terms, the May 22 payroll will include the last pay for the winter semester and the first installment of the spring term.

Note for those teaching 12-week, eight-week and other non-standard schedules: your paydays will also be on the 22nd of the month, but your pay may be spread over two to four paydays in the fall and winter rather than the four or five pays delivered to those working standard 15-week schedules.

Note for those receiving paychecks as opposed to direct deposit: the College will no longer issue paychecks to adjuncts under the terms of our tentative agreement. You will be paid either through direct deposit (a large proportion of us are already paid through direct deposit) or via a "P-card." A P-card is a debit type card that will be re-loaded each month on payday. Your pay advices (showing your gross pay earnings and deductions) will continue to be available through Web Advisor.

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This time around that position became untenable. The disparity continued to rankle many AFO members who called for equity and Tom and the bargaining team were committed to doing whatever could be done to improve the salaries of all adjuncts.

As a result, the tentative agreement calls for such premium payments to be phased out. During the fall 2011 semester, Dearborn P-12 teachers will continue to be compensated at their current rate, but beginning with the winter, 2012 semester the number of hours that they will be paid at the premium rate will be reduced by 50 percent, e.g. a Dearborn P-12 teacher who normally teaches eight credit hours will be paid four hours at the premium rate and four hours at the negotiated rate. Beginning in the fall of 2012 they will be paid the negotiated rate for all of their hours.

As a result, the tentative agreement calls for such premium payments to be phased out. During the fall 2011 semester, Dearborn P-12 teachers will continue to be compensated at their current rate, but beginning with the winter, 2012 semester the number of hours that they will be paid at the premium rate will be reduced by 50 percent, e.g. a Dearborn P-12 teacher who normally teaches eight credit hours will be paid four hours at the premium rate and four hours at the negotiated rate. Beginning in the fall of 2012 they will be paid the negotiated rate for all of their hours.

Personal Day to Replace Sick Day

Under our current contract, adjuncts are allowed one sick day per semester that can be used for medical reasons, jury duty or bereavement. Under the tentative agreement, the day can be used for any personal reason. Adjuncts will continue to be required to notify their associate dean regarding absences and are expected to manage their teaching responsibilities, but the change will allow for greater flexibility.

Vote “Yes” for a Fair and Equitable Second Contract

Senior Adjuncts to Benefit from Improved Bumping Rights

Nobody likes to bump, and people like getting bumped even less. However, there will be times when classes are cancelled and it seems fair to provide additional protection to those who have accumulated the greatest number of seniority service points. Our tentative agreement calls for only minor change to the front end of the class assignment process, but there will be a significant change to the back-end of the process: what happens when classes are cancelled.

With regard to the relatively minor change to the front end of the process, classes will continue to be assigned first to senior adjuncts based on the number of classes and schedules they taught in the corresponding semester of the prior academic year, followed by class assignments to existing probationary adjuncts, and then an opportunity for first senior adjuncts and then probationary adjuncts to increase their teaching loads (to the maximum) before classes are assigned to new hires. The minor change is that if a senior adjunct had a class cancelled in the corresponding semester of the prior academic year, he or she can request assignment in the first phase of the assignment process based on the number of credit hours that would have been taught had the class not been cancelled.

The more significant change involves the cancellation of classes. Under current contractual language, a senior adjunct who has a class cancelled has the right to bump the lowest ranking (in terms of seniority service points) probationary adjunct if no open sections are available that fit into his or her schedule. Under the new language, the senior adjunct will have the right to bump any probationary adjunct, regardless of the probationary adjunct's position on the seniority list.

It will be the senior adjunct's responsibility to check the schedule and to identify which probationary adjunct he or she wishes to bump.

There will be no cascading bumping: senior adjuncts will not be able to

bump lower ranking senior adjuncts and probationary adjuncts who are bumped have no recourse.

“Weekly Contact Hours” to Replace Credit Hours

Under our current contract, credit hours are used to determine seniority service points and step advancement (although there is provision to use contact hours for step advancement when contact hours exceed credit hours).

The current AFO salary structure consisting of four steps and four lanes (for teaching adjuncts) or two lanes (for non-teaching adjuncts) will continue to be in place over the life of the new contract. The lanes recognize differences in highest degree obtained—for teaching adjuncts the four lanes are: (1) less than master's degree; (2) master's degree; (3) master's degree plus 30 credit hours; and (4) Ph.D. or equivalent. For non-teaching adjuncts, the two lanes correspond to the first two lanes of the teaching structure. (See the salary charts on pages three and four of this newsletter).

The steps recognize experience and service to the College—under the terms of the tentative agreement, adjuncts will advance through the steps after completing 24 “weekly contact hours” of service to the College at each step rather than 24 credit hours as specified in current language.

A “weekly contact hour” is roughly equivalent to a “credit hour.” For instance, if you teach a three-credit hour course during a normal 15-week semester, you are in the classroom three hours per week. For individuals teaching 12-week or 8-week schedules, the number of weekly contact hours will be determined based on a full semester, i.e. an adjunct teaching a three-credit hour course in an eight-week class will be credited with three weekly contact hours.

Seniority service points will also be based on weekly contact hours rather than classes taught on a go-forward basis. Going forward, one service point will be awarded for each weekly contact hour taught plus three service points for each semester in which the adjunct teaches at least one course

that meets for at least one weekly contact hour.

As noted, the change will make little difference to many adjuncts, but adjuncts teaching in the English Language Institute and in the Technology, Science and Fine Arts divisions often teach classes in which weekly contact hours exceed credit hours (e.g., they are in the classroom, and are paid for more than three contact hours when they teach a three-credit hour course).

Side Letters Commit College to Implementing Employee Paid Insurance Plans and Possibly Reducing English Composition Class Sizes

The AFO's bargaining team and the Board's bargaining team agreed to two separate side letters, one that potentially benefits all adjuncts and one that will be especially welcomed by adjuncts teaching English composition courses.

The first side letter calls for the implementation of employee paid dental insurance and health care indemnity insurance in the second year of the contract. Senior adjuncts will have the option of enrolling in one or both of these plans and paying for them with pre-tax dollars at group rates. More information will be provided when we work out the details and near the implementation date.

In a second letter, the sides agreed to study the current rules which limit the number of students that can enroll in English composition courses. At present, the College will enroll up to 25 students in English composition courses taught by adjuncts. Enrollment in composition classes taught by full-time English instructors is sometimes limited to 22 students. In addition, full-time English instructors who teach composition courses are required to teach fewer weekly contact hours than their full-time colleagues in other divisions in recognition of the increased work involved in teaching composition courses. The agreement is to make the class load for adjunct English composition teachers comparable to that of full-time instructors.



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Faculty Organization**

Help us build a
strong AFO and a
better College!



Final Budget and Constitutional By-Law Proposals on Agenda for Special Membership Meeting

During our winter, 2011 General Membership Meeting, AFO members approved a “preliminary budget” with the understanding that the budget would be finalized once a tentative agreement was reached. Now that we have a tentative agreement on a new contract, the finance committee is in the process of finalizing the budget and is considering recommending an amendment to By-law I of our Constitution which covers “Dues and Assessments” and is also considering recommending a second By-law to cover “Officer Stipends and Dues Refunds.”

The finance committee’s plan is to finalize the budget and the by-law language by June 3 (two weeks before the special General Membership Meeting) at which time the proposed budget and by-law language will be posted on our website. Members will have an opportunity to discuss (and possibly amend) the proposals and will be asked to vote on all three issues. The only other item on the agenda for the special General Membership Meeting is a report from the elections committee regarding the contract ratification referendum. We need at least 20 members present to have a quorum, so please plan on attending this important meeting.

The meeting will be held in the CTEI (Center for Teaching Excellence and Innovation) classroom on Friday, June 17 at 3:30 p.m. The College is closed on Fridays during the spring and summer, but the Learning Technology Building will be open to accommodate our meeting. The CTEI classroom is located in the basement of the Learning Technology Building (the same building that houses security and our office). The elections committee will meet at 1:00 p.m. (just prior to the special General Membership Meeting) to count the votes in the contract ratification referendum. The vote counting meeting will be an open meeting—all members and agency fee payers are welcome to observe the process. Agency fee payers are welcome and encouraged to attend the special General Membership Meeting as well, but do not have the right to cast votes.

The finance committee expects the final budget to match the preliminary budget very closely. Any changes between the preliminary budget and the final budget will be explained when the final budget is posted on our website.

It is likely that the finance committee and the executive board will recommend a very modest decrease to our dues and fees as part of an amendment to By-law I of our Constitution.

The executive board and finance committee are also considering a proposal to approve a Constitutional by-law to cover officer stipends and dues refunds for members who serve on standing AFO committees. Currently, officer stipends have been approved as part of the budget process. The plan is to institutionalize what we are already doing through a Constitutional by-law and to add a requirement that officers contribute an amount equal to our dues rate to either an AFT-Michigan Political Action Fund or to the HFCC-AFO Founders’ Scholarship Fund. The proposal will also likely include a provision to allow for dues refunds of up to \$100 to AFO members who contribute their time and energy to AFO standing committees. The idea is to encourage greater activism and to parallel the payment adjuncts will earn for serving on standing committees of the College Organization.

**AFO Office Hours
Spring-Summer 2011
Terms**

(The AFO office is in A-024 in the basement of the Learning Technology Building)

Mondays:	10:00—4:30
Tuesdays:	1:30—6:30
Wednesdays:	1:30—6:30
Thursdays:	1:30—5:00
Fridays:	Closed

If you need immediate assistance and the office is closed, call 248.977.8897