



*Help us build a strong Adjunct Faculty Organization and a better College!*

# Adjunct Faculty Organization News

<p><b>HFCC-AFO</b>  <b>AFT Local 337</b>  <b>AFT, AFL-CIO</b></p>
<p><b>February, 2014</b>  <b>Volume 8 No. 2</b></p>

## HAPPY NEW YEAR



**By Mary Beck**

### Happy New Year and welcome back to another semester at HFCC.

The New Year brings much promise and hope. Enrollment at the College, while still down on January 13 about 17% in credit hours and 15.6% in head count from last winter, seems to have stabilized at this level. Since a considerable portion of this decline reflects the College's efforts to reduce student aid fraud, the previous year's higher registration numbers included students who never intended to complete classes. The College's efforts should be applauded. The class assignment process experienced some bumps as the College shifts to a "no cancellation"

guarantee for the Fall 2014 semester, but ultimately adjuncts will have greater job security once a class has been assigned. I can't remember a time when I felt such optimism for adjuncts



teaching at HFCC. Patience has never been my strength (just ask my husband and daughters), but I am realizing that although change is a slow process, it eventually happens. This is evident in the ongoing AFO's advocacy for adjunct inclusion in shared governance.

The AFO has always been committed to

addressing issues of fairness for adjuncts as we work toward building a stronger College. Our push for having a voice in governance at the College has been heard by President Jensen, the Board of Trustees, and the College Senate. A Shared Leadership Committee consisting of

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# Happy New Year and Welcome Back

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equal representation from all groups at the College has been meeting to address shared governance and to revise the College Constitution to allow inclusion of adjuncts and support staff in governance and to become members of the College Organization. The Committee will conclude its mission and present recommendations in April. The Constitution Revision Committee of the College Senate is also rewriting and revising the Constitution and will work with the Shared Leadership Committee. Although the devil is in the details, I am optimistic that we can work together in developing a governance model that is truly shared. This is a tremendous change from the Fall, 2012 news article in which I graded Divisions on inclusiveness of adjuncts and received a tremendous amount of feedback, both positive and negative. Since that time, all Divisions have recognized the need for inclusion of adjuncts and have invited adjuncts to Division meetings. Randy Knight, the new Associate Dean for Humanities and Social Science, announced at the January Division meeting that he will invite all adjuncts to

future Division meetings as “we need all the input we can get”. Thank you Randy!

Many committees at the College are looking for adjunct representation. I encourage you to consider becoming involved. Our current contract allows for modest compensation for involvement on committees recognized by the College Organization. The AFO will be working on obtaining an increase in compensation for our work in College governance.

In addition to seeing progress for adjuncts inclusion in governance, the AFO has formalized an adjunct evaluation process that is fair, consistent and objective. This joint project with Administration was completed last fall and presented to the Board of Trustees at the Nov. 18, 2013 meeting. Please refer to the article in this newsletter regarding the Evaluation process for probationary adjuncts.

A change in our Personal Day policy was initiated by Human Resources. Three personal days will be given in the event of a death of an immediate family member. We appreciate the

compassion and fairness demonstrated by HR in developing this new policy.

As you many have read in my email in December, adjuncts can now sync their iPhones, iPads and iPods and smart phones with HFCC’s GroupWise email system. The instructions can be found on the following link: <https://dvc.hfcc.net/connecting-network-services/groupwise-your-phone>. This has made opening our HFCC emails much easier and more convenient. Please check your College emails regularly (daily) for news and updates. Some emails from AD’s require quick responses, especially in class assignments or in exercising bumping rights.

On a final note, I remain encouraged by the high percentage of newly hired adjuncts who chose to become members of our union. The benefits of union representation are recognized and supported by approximately 85 percent of adjuncts at HFCC. If you are not currently a member but interested in becoming a member or have questions about the AFO, please contact me at [mrbeck@hfcc.edu](mailto:mrbeck@hfcc.edu). I look forward to talking with you.

# Take the Chill Out: Eat Chili for a Cause

Get ready for the Fourth Annual HFCC-AFO Founders' Scholarship Chili Cook Off. This year's cook off is Wednesday, February 5 in the student center. The cook off, a tradition of adjuncts competing for the Judges' Chili Bowl Award and the People's Chili Bowl Award, starts at 11 a.m. and continues until the chili pots are empty.

Adjuncts prepare the chili and serve it during lunchtime. AFO members, HFCC staff,

and others donate \$5 and students donate \$2 to sample the chili of all contestants. This year we have ten adjuncts vying for bragging rights. Each is saying their chili will be the best chili of the day. There's murmuring that the cooks may share their secret ingredients that day!

Come by the student center, conduct your own taste test of the chili, and vote for the best. Enjoy the

camaraderie of your colleagues and help the AFO continue to award HFCC-AFO Founders' Scholarship Fund scholarships.



## Think Spring!

Thank you, Road Warriors, for keeping us safe.



They plow the streets, day and night, braving heavy snow, ice-covered roads, brutal cold, and high winds.

We will never know how many accidents their hard work prevented. We just know that without them we would all be stranded.

So, as you drive to work or home, take a moment to appreciate these hardworking people. They deserve our respect and our gratitude.

## Let Your Voice Be Heard!

**March 2014 General Membership Meeting**  
**Friday, March 28 @ 3:30 p.m. in L-11**  
**(Lower level of the Reuther Liberal Arts Building)**

### *Agenda*

- **Welcome**
- **Status of AFO 337 and union affairs**
- **Questions on Fall 2014 class assignments**
- **Approval of the FY 2015 AFO Budget**
- **Constitutional Amendments**
- **New Business**

**The general membership meeting is the legislative body of the AFO. Make your voice heard by attending this important meeting!**

**Only members of AFO are welcome and encouraged to attend the meeting. Non-members, including agency fee payers, may not attend the membership meetings.**

**Light snack provided.**

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# Moving From Probationary to Senior Status

The College created a task force in 2013 to look at HFCC's culture and values to develop a jointly owned evaluation process. We had representatives who worked with administration on the task force. Those individuals were Tom Anderson, Mary Beck, Lynn Boza, Mark Foret, and Earl Newman. The AFO believes the standardized evaluation process is fair, consistent and objective.

You're a probationary adjunct and accumulating instructional time each semester at HFCC. Have you wondered about the steps needed to join the senior adjunct rank? Perhaps, you're in your fourth semester or beyond. What's required to move from probationary to senior? As an adjunct you become eligible to move from probationary adjunct to senior adjunct after teaching eight semesters and after your performance evaluation.

The evaluation consists of *administrative task completion*, *classroom observations* and completion of the *status transition assessment*. Let's review each component:

- **Administrative task completion:** The AD reviews different performance aspects for compliance with college policies. For

example, your syllabus is included in the review; timely student grade submission, never attended (NA) designations, class schedules and final exam schedules, adherence to safety and security guidelines, and timely reading and responding to HFCC memos, emails, announcements are reviewed.

- **Classroom observation:** The division academic coordinator conducts an observation of the probationary adjunct in the classroom during the probationary adjunct's fourth and sixth semester. The adjunct's instructional ability is observed and given a rating of one to five (one is unacceptable, which is the lowest rating, four is exceeds expectations, which is the highest rating, and five is for performances not observed or not applicable). The classroom observation is conducted per agreement between HFCC-FT, AFT 1650.
- **Status transition assessment:** During the probationary adjunct's fourth and sixth semesters, the department associate

dean reviews materials, reports, samples, and other items that the adjunct provides to the AD. These materials are used for the adjunct's candidacy for employment with rights of a senior adjunct. Examples of review materials consist of a course exam, quiz, paper, exercise, or project. Also considered is the adjunct's training or professional development including documented evidence that the adjunct completed adjunct orientation (face-to-face or online).

- **NOTE:** For nursing adjuncts, the process is similar with modifications applicable to the nursing program.
- **What happens if I'm beyond the fourth or sixth semesters and my academic coordinator nor associate dean conducted the performance evaluation?** Please be aware the academic dean can at any time conduct a classroom observation; however, you would still be eligible to move from probationary to senior status.

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# Member Spotlight

## Jeanie O'Connor — Seize Each Day as an Adventure

By Doris Toney

Books have a way of influencing readers to experience adventures. Such is the case with Jeanie O'Connor. Jeanie was introduced to two activities through reading two books: *Born to Run: A Hidden Tribe, Superathletes, and the Greatest Race the World Has Never Seen* by Christopher McDougall and *Bearing Witness: A Zen Master's Lessons in Making Peace* by Bernie Glassman.

Jeanie loves the outdoors, relishes reading, and works for peace. She developed a love of the outdoors during her youth when she walked one and half miles to school. The walking took on a life of its own - running. She started with three mile runs, then 10k (six miles) runs, and annually participating in The 10 Mile Crim in Flint. "I would feel accomplished with my 10 miles, and felt like I could never do a marathon," said Jeanie. "I made excuses about not having time, and those are valid. It takes time to train for a marathon." After reading *Born to Run* and being thrust into unemploy-

ment, Jeanie trained for the Detroit Free Press Marathon. Last October, she ran her third marathon in memory of Kerry Kerby, who lost her bat-



tle with lymphoma at the age of 32; Jeanie raised \$2,900 for the Leukemia and Lymphoma Society.

A strong advocate for peace and justice, Jeanie was deeply touched after reading *Bearing Witness*. The book focused on Glassman's experiences in facilitating street retreats. During a retreat, individuals try to understand the homeless; they live on the streets, beg for money, and find places to get food and shelter. "When we go... to bear witness to life on the streets, we're offering ourselves. Not blankets, not food, not clothes, just ourselves," Bernie Glassman, *Bearing Witness*.

Jeanie wrote Glassman and asked him to come to Detroit to lead a retreat. The

first Detroit Street Retreat was led by the Zen Peacemakers in October 2007, and a couple of years later, Jeanie formed Action by Presence in Detroit. Action by Presence feeds the homeless and leads street retreats, where interested people live 'homeless' for four days and three nights in Detroit twice a year. "People come from suburban communities to live among and understand the homeless," said Jeanie. "It gives them an opportunity to show the homeless that the people in the suburbs care about them and want to understand what it's like to have the limited number of choices homeless people deal with."

During our lifetime, we treasure life's pleasures with family, good friends, colleagues, and even strangers. "Seize each day as an adventure, and your spirit will soar when you discover the wonderful surprises life has to offer," Anonymous. Such is the case with Jeanie O'Connor. Jeanie, a Henry Ford Community College adjunct since the Winter 2011 semester, teaches Comparative World Religions.

## Join Us in Lansing

AFT Michigan is meeting with locals during a statewide convening of members on Saturday, February 8 in Lansing. The statewide meeting is a culmination of AFT conducting regional summits across the state last fall. During those summits, AFT locals discussed strategies to continue the fight in a Right to Work (RTW) state. As we all know, RTW is an attack on unions and the rights of working people in Michigan. It is an attempt to weaken our power and interfere with our right to organize. The right-wing corporate CEO's

who pushed the law hoped it would result in thousands of workers resigning their union membership. AFT Michigan reports that locals



dealing with "right to work" have done an incredible job organizing internally; only a very few people are not paying their fair share.

Although unions are

under attack by the Governor and Legislative majority and enduring a difficult economic reality, we are standing up. We are making sure our voices are heard. We are fighting back. We continue to strengthen our collective efforts across the state. We are resilient.

Bring your incredible fighting spirit and join us in Lansing on February 8 to Reclaim the Promise of Public Education. Please RSVP to confirm your attendance on the AFT Michigan website at [February 8 at Statewide Convening at MSU](#).

## Scholarship Donations Needed

For the last four years, we have been able to award 14 scholarships through the generosity of our members and their family members and friends. Each one of these scholarship recipients has a story and a dream that your donations are helping to make a reality. As a union, the HFCC-AFO has made a lot of progress in our first three contracts, but the stark reality is that far too many of us are living

payday to payday. Joe Sorokac and Pete Grant helped establish the AFO because they wanted to improve working conditions for the next generation of adjuncts. The Founders' Scholarship Fund was established to honor their memories and to provide a mechanism to help deserving adjuncts and their family members (including grandchildren) realize their dreams.

It is only through your generous donations that we will be able to continue our scholarship fund. Please consider writing a check made out to the HFCC-AFO Founders' Scholarship Fund. Drop it off at the AFO office in Room A004 in the Learning Technology Building or mail it to the HFCC Adjunct Faculty Organization, 5101 Evergreen, Learning Technology Building A004, Dearborn, MI 48128.

# Adjunct Mentors Ready to Help

By Lynn Boza

Adjunct instructors are hired for their expertise in their subject matter area. They know their subject, but often need help in navigating the day-to-day administrative details and understanding the policy requirements of their college. They may want to talk about a new teaching strategy they want to try, or brainstorm ways to address a problematic situation. They need a guide, coach, trainer, advisor, tutor, in other words, a mentor.

Provision for an adjunct mentoring is found in the AFO-HFCC contract. A total of fifty senior adjuncts were trained as mentors during

## Accept the call for your stories

We are asking for story ideas. Examples and success stories about how you engage students or others can inspire colleagues in their efforts to build a strong union and college. Or perhaps you have a labor story that has been passed in your family from generation to generation. Send your story ideas or comments to the *AFO News*. Stories chosen may be edited for length and clarity, and all submissions become the property of *AFO News*.

2012 and 2013. Mentor assignments began in Winter, 2013. When mentors and mentees were surveyed at the end of their first semester, the results showed that mentors helped mentees with pedagogical and practical issues such as meeting syllabus requirements, understanding course requirements, presenting ideas on how to deal with problems in the classroom, *Never Attended* grading & the final grading process. Mentors

also offered mentees guidance about career issues and suggestions on how to become an active member of the College Community. The biggest difficulty reported in making mentor/mentee assignments and in maintaining strong communication between mentors and mentees was varying schedules.

Want help in your role as an adjunct instructor? Ask your Associate Dean for a mentor.

### **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**

**www.hfcc-afo.org**

**Email: afo@hfcc.edu**

### **AFO Executive Board**

- **Mary Beck, President**
- **Thomas Anderson, Executive Director, Vice President, Internal Affairs Chief Grievance Officer**
- **Doris Toney, Vice President, External Affairs**
- **Cedric Knott, Treasurer**
- **Lynn Boza, Recording Secretary**
- **Sherry Morgan, Financial Records Secretary**

**Contact any Executive Board member by office telephone, email, or by sending a letter through interoffice or U.S. mail. See contact information above. The AFO Executive Board has an open meeting policy for AFO members only. Between September and May, the Executive Board meets on the first Friday of the month at 2 p.m.**

**Our office is located on the lower level of the Learning Technology Building, A004.**

# Membership Has Its Benefits

For new members (or adjuncts who are considering becoming members), here is an update of our accomplishments since the AFO was formed in 2008 and our first contract was ratified in 2009. Advancements in wages and benefits include:

- Average salary increase of 15.8% for all lanes and steps, both teaching and non-teaching adjuncts, or an average annual increase of 3.9%
- One paid personal day per semester; three days bereavement for Senior Adjuncts following the death of an immediate family member.
- Professional development fund of up to \$100 per year per person
- Compensation for college governance and mentor training
- Voluntary dental program at a group rate, pre-tax dollars
- Scholarship program for adjuncts and their dependents or grandchildren, with 14 scholarships awarded in the past three years (members only)
- AFT liability insurance covering up to \$1,000,000 (members only)
- Increased job security negotiated in our first contract has given senior adjuncts a more predictable schedule and greater fairness in class assignment:
- Seniority system

Greater respect has been demonstrated in a number of concrete changes:

- All adjuncts are now listed in the college directory
- Adjuncts are included in notifications of staff news through college emails
- Increased office space, including a new suite of 5 offices and a conference room in the Learning Technology/Campus Safety Building
- Push for adjunct involvement in governance is beginning to produce results.
- Representation on many college committees
- Representation on Executive Council meetings
- Representation on the Presidential Search Committee
- New hire mentor program
- Jointly produced objective performance evaluation program for adjuncts

We're on the  
Web!  
HFCC-AFO.org

Find us on  
Facebook:  
HFCC-Adjunct  
Faculty  
Organization

Help us build a  
strong AFO and a  
better College!



## AFO Office Hours

The AFO Office is in Room A-004  
on the lower level of the  
Learning Technology Building

**Mondays:** 10:00—4:00  
**Tuesdays:** 10:00—2:00  
3:30—5:00  
**Wednesdays:** 10:00—4:00  
**Thursday:** 9:00—2:00  
3:30—5:00  
**Friday:** no regular hrs

If you need immediate  
assistance and the office is  
closed, call 734.516.6887