



Help Us Build a Strong AFO and a Better College!

Adjunct Faculty Organization News

HFC-AFO
AFT, AFL-CIO
Local 337

September, 2019

Governance Pay for New Hires!

It took some time to iron out the details, but on September 17, an MOA (a memorandum of agreement) modifying the professional development article of our contract went into effect. It was signed by AFO President Lynn Boza and HFC Vice President of Academic Affairs Michael Nealon.

There's something in the MOA for everybody, but it should be especially welcomed by probationary adjuncts.

Under current practice, senior adjuncts are paid \$50 for attending school or faculty organization meetings. We are not paid for departmental meetings. Senior adjuncts are also compensated for serving on standing or ad hoc committees of the faculty organization. We are not paid for departmental or school committees.

Under the new MOA, all adjuncts will be paid \$50 per meeting up to a maximum of \$500 per semester for attending department, school, or faculty organization meetings!

Under the new MOA, all adjuncts will be paid for serving on all college committees—whether standing committees of the faculty organization or departmental, school, or ad hoc committees.



AFO President Lynn Boza shakes hands with HFC VP of Academic Affairs Michael Nealon after signing an MOA extending governance pay to new hires.

The AFO and HR also agreed to revise the existing reimbursement request form. The new form (it's easier to use!) has been posted on our website—you will need to use it for all future reimbursement requests.

Compared to adjuncts at other colleges, especially other community colleges, AFO members (and free riders) enjoy generous compensation for professional development and governance activities.

Continuously improving (even between contracts) our professional development article has long been part of our win-win bargaining strategy.

In this case, we saw a need to make some improvements. HR and the

Academic Affairs Leadership Council—a body composed of deans, associate deans, and other administrators—agreed.

Janice Gilliland, the dean of the School of Science, Technology, Engineering, and Math, was particularly supportive. Probationary adjuncts, she said, should especially be encouraged to attend department meetings where a lot of information that can benefit our students is shared.

In this case, the college's leadership and the AFO's leadership worked together to help build a better college. Join the AFO today and help us build a strong AFO!

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Print News to be Phased Out

The *Adjunct Faculty Organization News* has changed over the years. The first editions were printed on a copy machine at the AFT-Michigan office. Those two-page broadsheets were informative, but they weren't nearly as slick as this 8-page full-color newsletter.

Slick, however, costs money and we suspect that many members aren't reading their printed versions. So, we're changing.

We have long distributed both printed and PDF versions of our newsletter. No more. We will continue to print a reduced number of cop-

ies, but we're going to cease the practice of distributing expensive, hard-copy printed copies to adjunct mailboxes.

You will still be able to get a printed copy of the *AFO News*, but you'll have to ask for it. Most of us will get our *AFO News* as a PDF attached to an email or posted on a website.

We will continue to publish the *AFO News* because it will continue to serve as a (semi-) effective means of communicating and because it serves as an official medium for important announcements. We use the *AFO News* to announce membership meet-

ing dates, times, and agendas; officer elections; budget decisions; and so forth. The *AFO News* also documents much of the history of the AFO—if you want to learn more about our first contract campaign, read the old newsletters.

While the *AFO News* will continue to be published and distributed as a PDF, we are also exploring other options for communicating with you.

Are “Enhanced Emails” and Text Blasts in our Future?

One thing we are considering is joining the AFL-CIO's “Action Network.” As an affiliate we can join the network without cost and then we could create and send enhanced emails to a membership list. An enhanced email allows for the use of pictures and graphics and so forth.

Action network guidelines recommend sending out no more than two or three such emails per month. We imagine using the network even more sparingly. For instance, we might send a monthly “News from the AFO” message. In fact, we are thinking that such monthly emails could eventually evolve into a fully digital newsletter.

A second communication tool that our affiliates (this time AFT-Michigan) can make available to us would permit us to send “blast” messages by text. Again, we would use the tool sparingly. Members might receive a reminder the day before a membership meeting or deadline of some sort.

Implementing and then maintaining either or both of these innovative communication tools will take a lot of work. That's where our organizing and bargaining committees come into the picture.

Ken Shepherd, the AFO's new Recording Secretary and our organizing coordinator, notes that the bargaining committee needs to know where members stand on important contractual issues.

“The committees and our executive board are going to try to talk to as many of our members as possible between now and the end of the winter semester. That's a lot of conversations,” Ken noted. “We can use those conversations to listen to what our members have to say and get their permission to use their email on our action network list.

“Talking to our members is going to be a lot of work, but we'll be a stronger local because our members will know that we listen.”

The AFO was invited to send a future leader to the AFT Contingent Faculty Mobilization Training that was held in the state of Washington in July. Our local was fortunate that Art History Senior Adjunct Russ Jones (pictured) was able to attend the training. As a member of both the organizing and bargaining committees, Russ will work with the AFO executive board and the committees with the goal of conducting one-on-one conversations with as many of our working members as possible. Russ said that he learned during the hands-on training that many adjuncts are dismayed at the lack of contact or opportunities for engagement they have with their local union. “The best way to correct that,” Russ said, “is to talk to and listen to our members.”



The *Adjunct Faculty Organization News* is the official newsletter of the HFC Adjunct Faculty Organization; American Federation of Teachers Local 337.

**HFC-AFO, Local 337
Henry Ford College
5101 Evergreen Road, N-006
Dearborn, MI 48128**

AFO Executive Board

- Lynn Boza, President
- William (Bill) Norris, Vice President
- Edgar Johns, Grievance Officer
- Eve Chowdhury, Treasurer
- Sherry Morgan, Financial Records Secretary
- Ken Shepherd, Recording Secretary

AFO Office Hours—Fall 2019 Semester

The AFO Office is located in Room-N-006, on the lower level of Building N, the Campus Safety Building.

Monday: 9:00 to 10:00, 2:30 to 6:00 (W. Norris)
Tuesday: 10:00 to 3:00 (L. Boza)
Wednesday: 9:00 to 10:00, 2:30 to 6:00 (W. Norris)
Thursday: Office Closed
Friday: 9:00 to 10:00 (W. Norris)

Also by appointment

We may be out of the office for a scheduled, or unscheduled, meeting during posted hours. In such instances or in case of an emergency, you can call or text Lynn Boza on her cell phone: 313-460-3631. You can contact any Executive Board member by office telephone (313.845-9707), email (AFO@hfcc.edu), or by sending a letter through either interoffice or U.S. mail.

Full Agenda for Fall Membership Meeting

Twice a year, once during the fall and again during the winter semester, we convene a General Membership Meeting. Twice a year we urge members to attend the meeting.

Some reasons for attending membership meetings are obvious. Look at the bottom lines of the tentative agenda box to the right: “The General Membership Meeting is the legislative body of the AFO.” Members who are able to attend have a more direct say because important decisions—on budgets, officer elections, bargaining agendas, and so forth—are made.

This fall’s meeting—which will be held on Friday, November 1 at 3:00 P.M.—is no exception.

Constitution Revisions on Agenda

From a governance perspective, the most important item on the agenda is ratification of a series of revisions to the AFO Constitution. Two steps are needed to amend the AFO Constitution. Members present at our March 22 meeting took the first step when they passed a motion to approve the changes.

Members present at this fall’s meeting will vote to either accept or reject the proposed revisions. If you are a member in good standing and you cannot attend the meeting, you can vote by proxy. Proxies can be sent to the AFO’s generic mailbox (afo@hfcc.edu) or to any executive board member.

If the amendments are accepted, the revised Constitution will go into effect immediately.

The proposed revised Constitution is posted on the AFO website (under the Governance tab—contact us if you would like to have a link sent to you). A red-lined version comparing the revisions to our current Constitution (as amended by the Winter 2015 General Membership Meeting) is available to members by request.

Annual Financial Review

A second important governance item on the agenda will be a report on this year’s financial review. In July, after the end of each fiscal year (June 30), our Finance Committee examines the AFO’s books to ensure that our financial house is in order.

This year’s finance committee—Patty Burns (Business), our former treasurer, Cedric Knott (Accounting), Lovie Little (Health Careers), and JoAnne Wade

(Accounting)—met with Financial Records Secretary Sherry Morgan (Business) and our new Treasurer Eve Chowdhury (BEPD). Lorena Bencsik (Accounting) was also available for questions. Lorena had been the AFO’s Treasurer for most of the fiscal year under review.

The AFO is fortunate to have members with financial expertise who are willing to review our accounts. Financial Record Secretary Sherry Morgan has gone through these reviews which follow AFT-prescribed best practices every year since the close of our first fiscal year. Every year she heaves a huge sigh of relief when it’s over.

As usual, this year’s committee found that every dime received and spent by the AFO was accounted for. Their report and findings will be reviewed during our November 1 meeting.

Bargaining Committee Report

Constitutions and financial reports are definitely important, but we know they aren’t the kind of items that draw members to meetings. More than a year will pass

before we begin our 2021 contract negotiations, but we think our bargaining committee report might be more of a drawing card than the financial review.

Twenty-one AFO members—including the six members of our Executive Board—attended one of our bargaining committee kickoff meetings in June. We are satisfied that the committee is broadly representative, but we also know that not every “kind” of adjunct is represented.

If you have just a little bit of time and an interest in a contractual issue, contact AFO VP Bill Norris and volunteer. We are especially interested in recruiting English composition teachers to the committee.

We fully expect bargaining committee members to come and go between now and the day in 2021 when our negotiating team sits down with the Board’s team to hammer out our next contract.

After a call for volunteers went out last winter, a series of kickoff meet-

Tentative Agenda

Fall General Membership Meeting

Friday, November 1 @ 3:00 PM in K-11

Lower level of the K (Liberal Arts) Building

- **Call to Order/Welcome**
- **Approval of Agenda**
- **Approval of Winter 2019 Meeting Minutes**
- **President’s Message**
- **Report: Annual Financial Review**
- **Ratification of Proposed Constitution Revisions**
- **Bargaining Committee Update**
 - **2021 Contract Campaign Survey**
- **Communications Strategies**
- **New Business**

The General Membership Meeting is the legislative body of the AFO. Make your voice heard by attending this important meeting! Contact an Executive Board member if you would like to see something added to the agenda or if you need to vote by proxy.

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Bargaining Committee Identifies Issues, Plans to Survey Membership

(Continued from page 3)

ings were held to explain the structure and role of a bargaining committee. Committee volunteers were given an opportunity to identify issues and to start making plans.

It will come as a surprise to no one that compensation was the top issue identified during our three kickoff meetings. While progress has been made, adjuncts continue to be woefully underpaid.

Doing something about that when the college is struggling financially is going to be a challenge, but pay isn't even our thorniest issue.

Our Thorniest Issue

Seniority, class assignment, and scheduling issues (which tend to be intertwined) registered as our second most important issue. As many members know, these issues have long been thorny ones. During our last contract talks, the college agreed to our proposal for a pilot program that amounted to a rather dramatic change to our class assignment process.

Under our first three contracts, senior adjuncts "owned" their schedules and could not increase the number of hours they taught until classes had been offered to all other adjuncts (including probationary adjuncts). This system worked fine until it didn't.

So long as HFC enrollment was expanding, the number of classes available was expanding right along with it. Most senior adjuncts were satisfied with their schedules. And probationary adjuncts had few complaints—if they had a class the previous fall, they were pretty sure of getting a class the upcoming fall.

The story was different when enrollment began to shrink.



Twenty-one AFO members have volunteered to be part of our 2021 Contract Campaign Bargaining Committee. Why don't you volunteer? Pictured are Ken Shepherd (History, rear left), Bess Bertolis (Nursing, front left), Colleen Conklin (Nursing), Sherry Morgan (Business, rear row), Delphine Davis (Counseling), Yehia Bazzi (Math, rear row), Bill Norris (Sociology), Joyce Hovermale (Career Services), Lisa Stop (Math), Ashley Hodge (Career Services), Matt Cooper (Math), and Shanna Simpson-Singleton (Math). Not pictured: Lynn Boza (Counseling), Patty Burns (Business), Jason Canfield (CN), Eve Chowdhury (BEPD), Edgar Johns (Psychology), Russ Jones (Art History), David Thomas (BEPD), Chandra Towner (Math), and Joanne Wade (Accounting).

Full-timers were bumping adjuncts when their classes didn't run. In some cases adjuncts with many years of seniority lost their "schedules" and the old class assignment rules made it impossible for them to take schedules that "belonged" to senior adjuncts with less seniority. That created discontent.

Which led to the pilot.

Under the pilot agreed to as part of our current contract, first choice in the class assignment process goes to the adjunct with the most seniority points qualified to teach a particular class. Adjuncts can also now increase their teaching load—if they are not already at the limit established by the full-time contract's recognition clause—when their turn in the class assignment process comes.

The pilot class assignment system has resolved some problems but it is not without its critics. Finding a solution is perhaps the toughest job facing our bargaining committee.

A membership survey is planned to find out what you think. (Assuming you're a member.)

Personal Days

As adjuncts, most of us appreciate our personal day, but that doesn't mean we're satisfied with what we've got. Accruing personal days surfaced as the third most frequently identified

issue during the bargaining committee kickoff meetings. Well, more the fact that we don't accrue personal days.

Bargaining committee members rightly pointed out that the current system forces adjuncts to use their personal day—whether in the best interests of their students or not—or lose it. The current system also punishes a responsible adjunct with short pay if an emergency keeps her out of the classroom for more than a day.

Other Issues, Survey Plans

A probably incomplete list of other issues identified by bargaining committee members includes: benefits, especially healthcare; job security; intellectual property rights; nursing lecture assignments; the payroll schedule; professional development and governance pay including travel pay for conferences; and tutoring and computer lab assignments.

With the issues identified, the bargaining committee is now planning on conducting a survey—probably during our winter 2020 semester—to assess what our members' positions are on the is-

(Continued on opposite page)

AFO Replaces Two Executive Board Members

One of the problems with being a union of part-time faculty is a lot of us, including a lot of our most active members, are looking for full-time jobs. During last winter's term we were hit with two resignations.

Lorena Bencsik, the treasurer who guided the AFO for the last three years, changed positions in January and soon found she no longer had time for the AFO. Sherry Morgan, our long time financial records secretary, filled in until a replacement could be found.

Then we lost Margaret Green, our long-time recording secretary, AFO webmaster, and class assignment process guru to a full-time job. Both Margaret and Lorena became too busy to continue serving as AFO officers.

Their new employers gained, we lost.

Fortunately, we are building a stronger bench and we found two very capable adjuncts who are willing to fill the shoes of Lorena and Margaret—Eve Chowdhury, our new treasurer, and Ken Shepherd, our new recording secretary and organizing coordinator. Eve and Ken will serve out the terms of Lorena and Marga-



Long time history adjunct and AFO charter member Ken Shepherd was appointed by the executive board to complete Margaret Green's term as AFO recording secretary.

ret both of which end December 31, 2020.

Eve teaches in the School of Business and Entrepreneurship, and Professional Development and represents BEPD adjuncts in the faculty senate. She has worked as a systems analyst at a financial institution for nine years.



BEPD Senior Adjunct Eve Chowdhury was appointed to complete Lorena Bencsik's term as treasurer.

Ken is a "road warrior" who teaches at two other community colleges besides HFC. He is also a contributor to the history textbooks, *Milestone Documents* and *Themes in Modern World History*.

The AFO is fortunate to have these two capable leaders.

Members Will Decide

(Continued from opposite page)

sues.

The committee will only be considering the voices of AFO members when developing our 2021 contract bargaining platform.

The bargaining committee and the executive board are currently considering various options for conducting and ensuring the security of the survey. It is anticipated that the survey will be finalized in time to be discussed during the November 1 membership meeting.



AFT-Michigan President David Hecker (second from left) poses with AFO executive board members Ken Shepherd (our new record secretary), President Lynn Boza, and VP Bill Norris. After a nice walk down Michigan avenue, we met our 1650 colleagues and were treated to coney islands!

Make the Impossible Possible

By Bill Norris and Shanna Simpson-Singleton

The two of us are at the opposite ends of our careers. Bill has been an adjunct at HFC for more than 40 years. Shanna is still probationary. We teach in two very different disciplines—sociology and math. We are different in many other ways as well,



I'm proof that an old dog can learn new tricks. Last February, our CTEI belonging group shared a number of good practices. One involved proactively contacting students who missed class. Patti Little, talked about her practice and shared a spreadsheet that she used to keep track. I have occasionally contacted an absent student, but it certainly was not a regular practice—no professor ever contacted me when I was a student. Halfway through the winter semester, I started contacting students proactively when they were absent two straight days. It made a difference—I believe that two students who otherwise might not have passed did so because I contacted them and asked what was going on. I'm not going to give grades away, but I am changing my attendance policy and I will religiously contact students who miss two classes in a row this semester.

Bill Norris, Sociology

far too numerous to list. But there are at least two things that we have in common.

We are both adjuncts and we both expect to be better teachers this semester. We expect to be better teachers partly because we are taking advantage of Center for Teaching Excellence and Innovation (CTEI) professional development offerings.

Paul Hernandez to Headline Fall CTEI Conference

We were both excited to learn that Paul Hernandez, the author of *Real Talk*, would be the keynote speaker at this fall's CTEI Conference.

Hernandez will be on the HFC and U-M Dearborn campuses on Friday, October 25. The conference is co-sponsored by U-M Dearborn. There will be a morning session in the Rosenau Conference Center followed by lunch and a hands-on workshop in the afternoon at U-M Dearborn.

Hernandez, who grew up on the streets of LA, encourages educators to build relationships with students by engaging in "real talk" about universal themes. He explains how something an elementary school teacher said planted a seed that eventually led him to community college.

There two teachers in particular gave him a chance to make the impossible possible. You can be the teacher who makes the impossible possible for the next Paul Hernandez enrolled in your class.

Attend the conference if you can (you will be paid \$25 per hour through the AFO's professional development fund). If you are teaching on Fridays, ask your associate dean if you can have the day

Take Advantage of the AFO's Professional Development Fund

AFO members earn \$25 per hour for up to 12 hours of on-campus professional development per year through the Center for Teaching Excellence and Innovation

***Real Talk* Book Discussions**

Monday Morning Mentors

Brown Bag Luncheons

Faculty Learning Communities

***Whistling Vivaldi* Book Discussions**

Teaching with Technology

And much more!

Visit [@cteihappenings.com](http://cteihappenings.com). Look for weekly CTEI Updates in your email inbox. Contact CTEI co-directors Jeff Morford and Pam Stewart for more information.

as an excused absence (not charged as a personal day).

Make the Impossible Possible

Bill and I think most of us would like to be the kind of teachers who make the impossible possible for our students. Participating in a CTEI "learning community" called the "belonging group" has given us additional tools—or "good practices"—that will help make that aspiration a reality (that's one reason we both expect to be better teachers).

Far too many students who begin at HFC in September do not come back the following fall. Vice President of Academic Affairs Michael Nealon, (a strong supporter of the CTEI) has noted that more of our students transfer to Wayne County Community College than to any four-year university.

The two of us believe we found ways—through our par-

ticipation in our learning community—to enable students in our classes to get to a four-year university (when that is their objective). We feel especially gratified, and know that you do to, when a student who might not have otherwise succeeded does succeed because of something we did.

When the college's enrollment shrinks, adjuncts lose classes. There are 500 of us. If each of us can find a way to make the impossible possible for one more student, we can save a few classes from cancellation. And if we change more lives, more students will flock to the college and we will see a corresponding increase in the demand for adjuncts.

Take advantage of our professional development fund and make yourself a better teacher! Join a learning community, attend the fall conference, or seek out other CTEI professional development opportunities!

Adjuncts Dance the Night Away!



We're betting that Joanne Wade's students wouldn't believe their teacher can dance the way she does! And who knew that counselors could mix it up so well?

That's Lynn Boza—AFO president and adjunct counselor—in the colorful shirt. Jan Jameson, another adjunct counselor, and her husband aren't facing the camera, but you should see them boogey!

That's music adjunct Anthony Lai behind Joanne's shoulder on guitar and vocals. His band—Phoenix Theory—supplied the music. Some 60 adjuncts and guests supplied the grins.

The occasion was the tenth anniversary of our first contract and the location was a Dearborn Knights of Columbus Hall. It was sold soon after we used it. We're not sure if that was a coincidence, but the food was good, the music was great, and the company was even better.

Among our guests were the chair of the Board of Trustees, Mary Petlichkoff and HFC President Russell Kavalhuna and his wife, Courtney. Ms. Petlichkoff was a Board member in 2009 and she was among the majority of trustees who voted to ratify our first contract when it was agreed to in June, 2009.

AFT-Michigan President David Hecker and our long time field representative, Johnny Mickels, honored us with their presence as well. Both were there when we were recognized more than a decade ago.

President Kavalhuna kept his remarks brief (he was enjoying the music and can dance pretty well himself). He talked about the importance of teamwork and of building a culture of trust.

When Bill Norris was asked to recognize the charter members who were present, he did so, but took the opportunity to remind Dr. Kavalhuna and Ms. Petlichkoff that adjuncts had a long way to go.

Making the Impossible Possible: A Case Study

By Shanna Simpson-Singleton

Bill and I participate in a CTEI faculty learning community called the belonging group. I appreciated it as it offered a platform to express some of my experiences with students. Often times students feel intimidated by their instructors and are not comfortable creating an open line of communication. The past experiences of our students and a variety of other complications are out of our control. What we can control is our willingness to open our minds to new strategies.

I regularly contact my students if they have missed more than one class without contacting me. For the co-requisite course, attendance is required, and two absences place the student in jeopardy of failing. In the belonging group, I learned that tracking my communications and the respective outcomes are valuable to myself and my fellow facul-



ty. I was more than happy to share with the group how this contact aided students, and I expanded my documentation to include other forms of student contact that did not relate to attendance. The comment that I heard from most students was that they did not realize I would notice they were missing, and my telephone contact showed them that I cared.

With most students, one phone call was all that was needed to keep them on track. They began reaching out to me as soon as problems arose so that we could create solutions together. One solution that really stood out was a student whose job was at stake if she did not travel out of

state for two weeks. (As a single mother, losing her job was not an option.) This was problematic because of the attendance mandate of the course. One of her fellow students volunteered to utilize technology and Skype her for each class meeting she would miss. I was proud of their willingness to work together and I felt this was a great solution, so I agreed. It was interesting to speak and interact in lecture with a video image of the student. Her classmate would constantly rotate the laptop to face me wherever I was in the classroom. She was even able to include her in class group work as her fellow classmates fully supported her in this effort. She belonged. She was supported. She succeeded in the course. It was a win for everyone. It is stories like this that will continuously motivate me to create open communications and a sense of belonging within my courses.

The AFO Continues Moving Forward: Governance

By AFO President Lynn Boza

When I first became a Henry Ford College adjunct faculty member, the concept of having a voice in decisions concerning the operation of the College was strange to me. I also could not believe that full-time employees at the “line level”—faculty—had a voice in choosing their boss—their Associate Dean.

Choosing my supervisor was beyond my imagination. I soon learned about shared governance and realized higher education is unique. Shared governance is the set of practices under which college faculty and college staff participate in significant decisions concerning the operation of their institutions (AFT Higher Education, 2006).

The concept of shared governance became popular in the 1960's. This practice allows employees to take greater interest in and more responsibility for the mission of the institution. In the Adjunct Faculty Organization's second contract—signed in 2011, the College agreed to pay adjuncts \$25 per hour for up to four hours of service on a standing committee. In 2014, we signed the first of a series of Memorandums of Agreement (MOAs) - each of which has improved governance pay to adjuncts.



AFO President proudly displays our banner at this year's Labor Day march

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

Find us
on
Facebook:
HFCC-AFO

We are one of a few adjunct bodies across the country who have such a right. Acceptance was a struggle at first, yet over the past four years, full-time faculty and HFC administration came to accept this as standard practice.

Last year I was frequently asked if probationary adjuncts were able to receive compensation for attending various meetings. The questions came from both adjuncts and administrators. I am pleased to say that **compensation for most governance activities has now been extended to probationary adjuncts**. Is it possible that full-time faculty and administrators recognize our unique perspectives and that our contributions lead to better policies and practices?

I would like to recognize and thank the following adjuncts for serving on standing committees in 2019-2020: Kenneth Shepherd, Pamela Aue, Waleed Saudi, Hanan Fadlallah, Shanna Simpson-Singleton, Eve Chowdhury, Bill Norris, Edgar Johns, Victoria Morris, Samia Kesinovic, Richard Fines, and Joyce Hovermale. A few people serve on more than one committee. I apologize if I missed anyone.

In addition to standing committees, adjuncts are asked to serve on search committees and can volunteer for walk-on committees. I am proud to see us become an integral part of Henry Ford College. We are vital contributors to the overall performance of the College.

Let's continue the outstanding work!