

State Instructor's Advisory Council

Agenda

1:00-3:00 am – Zoom

<https://us02web.zoom.us/j/88161447903>

Oct 8, 2021

Call to order

Attendance:

David L. Wygant – FRCC – Present
Amanda Martin – CCCOnline - Present
Andrew Hayes – Morgan – Teaches Friday @1pm
Courtney Beshara – Lamar – Present
Joel Gray – Otero –
John Webber – Pueblo – Present
Linda Hertz - Pikes Peak – Present
Lisa Westhoff – Colorado Northwestern – Present
Nancy Kugler – Northeastern JC – Present
Shane Peterson - CC of Denver – Present
Mei-mey Segura – Arapahoe – Present
Michael Mckee – Aurora –
Terri Herbstritt – Trinidad – Present
Janessa Jacobs – Red Rocks – Present
Landon Pirus – CCCS – Emailed – will be absent

External Guests:

Christina Cecil – HR – Present
Angie Gramse – Council Present

Item 0) Intro with new members

Brief since external presenters was present

Item 1) Travis Parkhurst invited each to SFAC Meetings (Skipped since external presenters was present)

Notes:

AY22 SFAC Meetings

When: Occurs every first Friday from 9:00 AM to 3:00 PM

Meeting link: <https://cccs-meetings.webex.com/cccs-meetings/j.php?MTID=m4578e750ee726c2f7c81ee79a2b56460>

Meeting number (access code): 2622 875 8417

Meeting password: 3rGPcE4KCr8

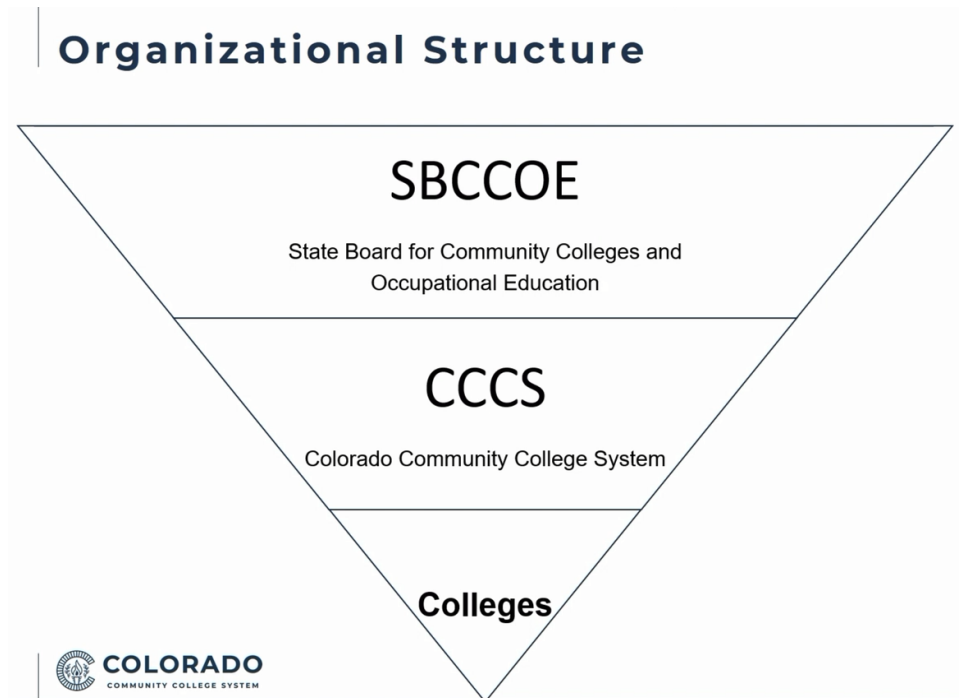
Item 2) Pay increase proposal general thoughts on process moving forward (Skipped since external presenters was present)

Item 3) HR reps @1:15

Angie Gramse = General Council

Christina Cecil = HR Lead Administrator (or something to this effect)

Powerpoint with Organizational Structure:



Only state that does this, 1 board for community colleges + CTE (middle school – high school-college).

Single board is governing body for all colleges.

SBCCOE- legal name of colleges - set policies for all colleges

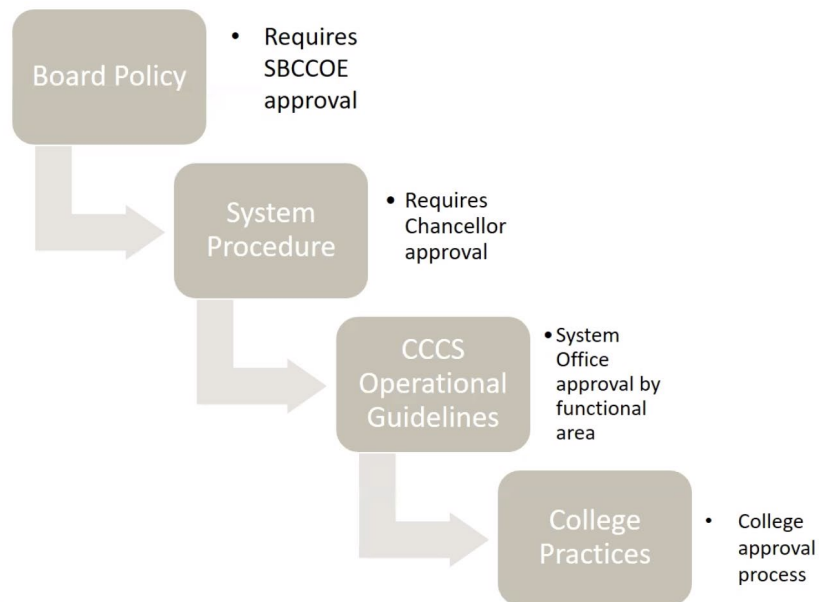
4 year terms – max 2 – membership is voluntary – people in it posted, each is a liaison to certain schools

Meets 5 times per year. System office exists to ensure everyone operates within governing structure. Board has hiring authority to hire chancellor and chancellor is tasked with producing system procedures, such as this body (advisory council)

We (council) advise chancellor, who can then advise board etc. Board hires presidents

Nothing Joe has proposed has been turned down by this board.

Policy/Procedure Structure



Instructors

Board Policy (3-10) defines CCCS employee types, including Instructors

Policy defines Instructors as

- Temporary, as needed basis at an hourly rate within a range established by the Board
- Appointments are for less than one academic year
- Successive appointments may be made on an unlimited basis

All policies and procedures are available publicly online. (policy 3-10 defines instructor types)

“Instructors” is the correct term. Adjunct has a negative connotation.

“regular faculty” opposed to “limited faculty” (less than 3-year contract, often result of a grant etc.)

Relevant Policies and Procedures for today's discussion

SP 3-10b – Employment practices for Instructors

SP 3-60a – Employee Benefits

SP 3-60b – Employee Leave

BP 3-80 – Faculty and Instructor Workload

SP 3-60b – Employee Leave

- Accrual granted to active Instructors each semester based on a 15 credit hour load
- Maximum accrual of 48 hours; can carryover up to 48 hours into a new fiscal year
- Employees who work at multiple Colleges and/or the System office generate a sick leave bank at each location
- Sick leave is charged on an hour for hour basis (i.e., one hour for each hour of classes, office hours, or other duties/responsibilities missed consistent with Board Policy)

22.5 hours of sick leave for all instructors, only used for actual scheduled hours missed such as office hours or class time.

Supervisors of the instructors are responsible for details (subs, competencies', etc). FLMA still applies, maternity is sick leave and FLMA.

Note that this is a system procedure and the application of sick leave will vary per college (and per department and per supervisor and per instructor for that matter).

FMLI will determine future leave benefits (maternity leave etc.)

What are the limiting factors in pay?

- **Colorado is 47th in the nation in per student state appropriations, per National Center for Higher Education Management Systems data**
- **CCCS colleges collectively are 68% below our national peers in state and local appropriations**

What are the limiting factors in pay?

- **CCCS receives the lowest state appropriations per resident student FTE, over \$1,700 less than the statewide average (FY 2019-20 data)**
- **CCCS also receives the lowest combined resident tuition and state appropriations per resident student FTE, over \$5,500 less than the statewide average (FY 2019-20 data)**

What are the limiting factors in pay?

For every 1% enrollment loss, CCCS loses \$2.9 million in tuition revenue. CCCS experienced an 8% enrollment loss in FY 2020-21 alone, with fall 2021 enrollment currently below fall 2020 levels

Interesting comment in chat: we get paid 7.75 hours per week for a 3 credit class, a formula most likely created in response to the Affordable Care Act to ensure most adjuncts don't go over 30 hrs per week, in which they would be eligible for healthcare

Compensation Tiers

- **While the system has established guidelines for compensation, each college has the authority to establish compensation practices based on their needs and individual budgets**
- **SP 3-10b requires that each college establish compensation levels for instructors with clear criteria for progression**

Instructor Compensation

- **Assignments are spread over the semester in which they are worked**
- **Because workloads for Instructors are variable, we cannot calculate pay over 12 months**
- **Any change would be an all or nothing, not an individual choice**

Instructor Contracts

- **This is a philosophical question that would require Board Policy Change**
- **When enrollment is so variable, it would be hard to guarantee assignments so far in advance**

Job Security

What are you referring to when you ask about job security?

- **Like Administrative, Professional-Technical employees, Instructors are at-will**
- **Additionally, Instructors by Board Policy are defined as temporary**

Note that the policy is one thing but the execution of those is another

Workload Limits

- **BP 3-80 defines workload limits for the system**
- **Colleges have the authority to establish limits at their college for business purposes**
- **Risk of assigning large loads to an Instructor who could leave for a FT position just before the start of semester**

Instructor to Faculty

Why not create more Faculty positions?

- **Budget impacts**
- **Variable Enrollment**

Can Instructors become Faculty?

- **Approximately 56% of CCCS Faculty were Instructors first**

Instructors and Benefits

- **Average of 29.5 hours per week over measurement period**
- **Measurement period: April 15 – April 14**
 - **Summer is excluded**
- **Based on course ACA contact hours, not credit hours**
 - **ACA contact hours consistent for same CRN across system**

CRN number per course is somewhere in the catalogue... Christina will follow up.

Instructors and Benefits

CCCS Voluntary Benefit Survey October 5 – 18, 2021

List of questions for HR with responses during meeting:

What are the limiting factors in paying adjuncts a fair wage based on cost of living?
(Tabor, Low Enrollments, I.e. budget)

--looked at avg. Faculty salary for 2 yr institutions. Did not make adjustments for cost of living overall. Rural was average 13% less so that was applied.

Tried to find an average for instructor rate of pay and can not find it, other colleges vary by discipline and such. So can't compare our salary to a "national average".

This is a struggle so maybe we have ideas.
How do we benchmark salary?

Each college determines pay rates, with input from system guidelines

To get "Adjunct Contracts" how would we start?

We need to send proposal to chancellor and they send it to board.

Note policy says "less than 1 academic year" "hourly rate"

When an Adjunct has a problem with job security, how do they express those concerns?

Title IX director, HR people, Advisory council...
P 3-71, Whistleblower. <https://www.ccs.edu/policies-and-procedures/board-policies/bp-3-71-whistleblower-protection-policy/>

Most colleges limit the load to 12 credits, CCD and CCCO are 15 (others are even higher). What is the reason for this?

3-80 is the only policy that has limits of 21 credits...

Some colleges worry about too many credits going to one person and then that person leaving right before semester.

Ethics point complaint line is another alternative if you want to claim something anonymously. The System still goes back and works with the institution.
<https://www.ccs.edu/concerns-hotline/>

What is the Tier process? Is it possible to have an automated Tier advancement system through centralized HR? Is there a better way to keep track of professional development?

Not centralized because each college has different processes.

Not all colleges can provide PD so that is not required at all colleges.

Why can we not offer benefits to adjuncts even if they are teaching 21 credits? What are the requirements to become benefits eligible?

Can we have it so that Adjuncts are paid over the whole year rather than just being paid for 4 months? No. Would have to be all (instructors) or none. Predict no change

Number of adjuncts per tier?

Christina will follow up, didn't get numbers person soon enough.

Is there a possibility for good adjuncts to become full time? Number of people that get full time after adjunct. Could there be a pathway? Is this a problem with the number of full time available or something else?

56% of the current faculty were instructors

Follow up from HR:

Admin vs Faculty salary costs

CRN number per course

Number of adjuncts per tier?

Links to fiscal reports

Next Meeting: Work section to start framing a proposal.

Debrief HR meeting

Regular salary for cost of living

Thoughts on how to benchmark average salary

Opinion piece: <https://coloradosun.com/2021/09/17/community-college-faculty->

inequality-opinion/

TODO this year:

Understand the SYSTEMATIC process between colleges – what is same and not among CCCS?

Background: Pay

Purpose: Low pay in high cost of living

Background: Tier Structure

Purpose: Have benefits based on possible load? Other than just compensation

Could help with retention

Background: Benefits

Purpose: Adjuncts need health care too

Background: Job Security / Contracts for Adjuncts

Purpose: Have a yearly contract so they have some credit hours

Background: College Culture

Purpose: Not fear speaking up

Background: Distribution of loads – last minute changes

Purpose: Quick switches are hard on teachers and cause significant stress

Have a shared system of instructors to help share resources

Even just switch these to online to get more students (rule of 8, 12 at Pueblo or prorated, 5 in Trinidad)

Adjourn Meeting