**State Instructor’s Advisory Council**

**Agenda**

3:00-5:00 PM – Zoom.

November 17, 2023

Call to order: **By Dana Trujillo @ 1500**

Attending:   
Arapahoe CC – Mark Beluscak

CCCOnline – Katherine Burton

CC Aurora – Braden Neihart

CC Denver – Joy Wagner-Sepulveda

Front Range CC – Laura Wally

Lamar CC – Tammie Clark

Morgan CC – Su Wright

Otero College – Fred Boettcher

Pikes Peak CC – Betsy Tuma

Pueblo CC – Dana Trujillo

Red Rocks CC – Jorg Friedrich

Trinidad SC – Kevin Eades

Not Attending: none

Open Positions

Colorado Northwestern CC

Northeastern CC

Co-Chair Dana Trujillo called the meeting to order. The recorder took attendance took attendance.

# Do We Need to Establish Meeting Norms?

The first question mentioned was to improve the flow of meetings. One member suggested adhering to *Robert’s Rules of Order*. Another suggestion was to improve the agenda by designating time limits. Another suggestion: use the “raised hand” function in Zoom. Finally, the group both the chat function and the raised-hand function to keep meetings moving. The Council decided to use the “time stamps” in the agenda to keep the meeting moving and the chat function & the “raised hand” function in Zoom to keep the conversation orderly.

The second question presented concerned methods of voting. One option was to use the chat function because the function creates a record file. Joy Wagner-Sepulveda recommended methods of acclamation. Both methods will be employed (official votes will be placed in the chat).

# Approval of October Minutes

The Council decided to defer the approval of the October 2023 minutes so that all members could have a chance to read them. The Council will approve both the October and November 2023 minutes at the December meeting (December 15).

# New Business: Single Syllabus

Dana received an email from the system that they are fulfilling a request from students for a “single syllabus platform for consistent delivery and formatting across all colleges for both face-to-face and online courses. The intent is to improve the student experience while also ensuring that instructors share required information is shared and providing the ability for faculty and instructors to customize their syllabi and access useful reports.” The system has contracted with Single Syllabus and has scheduled a demo for November 28. The Co-Chairs will serve on this team as well as a third representative. The time commitment suggested was 10 to 15 hours between November 2023 and March 2024. Betsy Tuma agreed to serve as the third representative.

During this discussion, the Council discovered that Katherine Barton will be leaving CCC Online and the SIAC. Katherine said she would contact the department chairs at CCC Online to see if they can aid in finding a new representative.

# Special Guest: Landon Prius, Vice Chancellor of CCCS

Landon Prius joined the meeting at 3:15 PM and introduced himself. Regarding the SIAC by-laws, he brought the question of compensation for officers in the form of a stipend. This would place SIAC in line with the other councils. The funding would come from the system budget.

Budget

Governor Jared Polis did not recommend a high increase to higher education in the 2024 budget. The amount proposed does not cover the increase in the cost of living. The system advocates increasing funding to at least cover the cost-of-living increase. Also, federal dollars are waning from COVID-19 relief efforts. Finally, the state legislature makes decisions on the budget, and it increased the higher education budget for 2023.

The Council was encouraged to watch the Classified Salary Employee Increase benchmark (CCCS tries to match other salaries from this benchmark). Classified employees are unionized, and the union negotiates these salaries at the state level. Alson, watch for an effort to unionize additional groups in higher education, including faculty and instructors.

CCCS receives a portion of the overall higher education budget, and this dollar amount is based on a formula that accounts for several factors. CCCS then allocates amounts to the colleges in the system based There is a process of budget allocation to the colleges from a formula based on enrollment and FTE. The urban colleges subsidize the rural colleges. Each college then makes their own pay rate changes.

There is no consistency in the pay rate for instructors as it is “across the board” in dollar amounts, tiers, and other variables. There is also an hourly rate for participation in committees and other functions. The pay rate for instructors at urban colleges is higher than the pay rate for instructors at rural colleges. Some colleges’ pay rate is multi-tiered; others have a single tier.

## Standardized Instructor Pay Increases

Because of the changes made by the implementation of Colorado Online @, it is the system’s hope to standardize the instructor pay rate across the system. There are three options. The first option is to bring the instructor pay rate to match the pay rate at the “metro average” (the average pay rate per credit hour across the five metro colleges). Unfortunately, this places pressure on the rural colleges. The second approach standardizes the pay for rural college instructors at a rate that is 13 percent less than the “metro average.” The third approach is a phased approach using a standardized metro rate and a rural rate and then to bring those two rates closer to each other over time. Dr. Prius stated the plan is to decide on the approach in December, discuss the chosen approach in January and February, so that the system implements the policy in Fall 2024.

There are more instructors at urban colleges than at rural colleges.

While CCCS is not legally obligated to standardize pay through the system through the Equal Pay Act (as each college is designated as its own business entity), it still hopes to accomplish this.

## Workload and Health Care

Some colleges have a service requirement for full-time faculty, but this requirement can be factored out when calculating instructor pay. Different members of this committee noted the discrepancy in the rate of pay per credit hour to compensate for this requirement. Although the Council recommended a pay increase for instructors two years ago, the system has not been able to accomplish this. Also, Dr. Prius recommended that the Council invite Christina Cecil (the system’s HR representative) to address this issue. Braden Neihart said that this idea could be a “great boon to teachers and schools.”

There is a proposal to create a separate classification of “lecturer” in addition to full-time faculty and part-time instructors. This position would provide more employment security for instructors (over years as opposed to semesters) and to offer instructors health care options.

Each college has their own policy regarding health care coverage. Mark Beluscak said that Arapahoe Community College determined coverage through an hourly average per week (year to year), not counting summer. (The threshold at ACC is 29 hours per week and is hard to maintain.) Cancelling classes invites uncertainty into the system when classes are cancelled, since the college does not guarantee those credit hours. Joy Wagner stated that Community College of Denver removed summer hours from the average because summer hours decreased the average overall. Braden Neihart mentioned in the chat that Community College of Aurora had a health care option at a rate of $75 per month.

Dr. Prius stated that standardization in pay areas would be beneficial for everyone.

## Unemployment Benefits

Jorg Friedrich brought to Landon Prius’ attention that instructors do not qualify for unemployment benefits during the summer when they are not teaching classes (There are cases at both Red Rocks Community College and ACC.). Dr. Prius stated that the official position is that “we no longer challenge any unemployment claims that instructors might make.” This became the policy in the school year 2020-2021. Chancellor Joe Garcia also instructed the college presidents to do the same. Katherine Barton received assurance from Dr. Prius that any instructor who does not have any classes after the Colorado Online transition could file an unemployment claim without concerns of the college challenging that claim.

Betsy Tuma suggested that the Council make unemployment insurance information available for instructors after receiving clarity on the issue.

## CO Online @

A summit will be held online via Zoom on December 8 to address the issues with Colorado Online @. It will cover a document on concerns that was brought to the transition team’s attention. Dr. Prius also mentioned that the Council should invite Tammy Vercauteren, Program Director for Colorado Online Strategic Plan to a meeting to address issues concerning Colorado Online. In addition to SIAC, the project team invited SFAC and OFIAC to this summit.

Dana Trujillo encouraged the members of the Council to reach out to the adjuncts at their representative colleges to get feedback on this document. Betsy Tuma provided encouragement for the Council and urged communication with instructors. She said: “You do not know how much work is going to make this project not awful.” She also brought to Dr. Prius’ attention that the list of CCC Online instructors who desire to teach is not reaching persons at individual colleges who make hiring decisions. It was also brought to the Council’s attention that some colleges have a requirement that instructors have a “physical presence” on campus; it has been strongly suggested that the colleges relax this rule for CCC Online instructors.

# New Business

Dana announced that the Council should work on health insurance, unemployment benefits, income inequity, and the Third Tier “Lecturer” position. Braden Neihart asked how the representatives communicate with their fellow instructors. Betsy Tuma mentioned a D2L shell for Adjuncts at Pike Peak Community College and a specific email address for the Council. Currently, there is not a comprehensive list of adjunct instructors in the state. Mark Beluscak stated that information on these issues from the American Association of University Professors (AAUP) in SharePoint, as well as a link to Community College System Guideline for Hourly Instructors.

The Council also decided to invite Christina Cecil to the December meeting. Dana Trujillo charged the Council with the following tasks:

* Gathering feedback from colleagues on teaching for CO Online @ in Fall 2023. The hard deadline for this is December 1.
* Information on each school’s stance on unemployment claims during the summer. Are they supported or disputed?
* Ask HR for the Employment Compensation Handbook or equivalent.
* Review the Meetings-Spring 2023-SIAC CCCS Adjunct Guide Draft
* Send any additional hours worked to the recorder by December 15.

The Council tabled the SIAC By-Laws for the next meeting. The Council needs more information on the issue of compensation for officers. Joy Wagner-Sepulveda wanted to know how the system reported SIAC compensation hours (for tax purposes).

Meeting Adjourned at 5:00 PM.

Kevin Eades, Recorder