



UPDATE

December 18, 2006

• A Publication of the All Faculty Association at Santa Rosa Junior College •

Attn: All Faculty New Census Roster Coming

SRJC has discovered that we are out of compliance with regard to recording student enrollments for credit classes. According to the administration, to help correct this problem Admissions and Records (A & R) will be issuing a new Census Roster that requires new attendance recording procedures starting in the Spring 2007 semester. In addition, all faculty (regular and adjunct) will be required to certify their enrollments on the new Census Roster by the Census date of each class. The following is an outline of what AFA understands to be the plans for the Spring semester.

- In order to have accurate, up-to-date enrollment information for the first day of each class, the administration is directing faculty to print an Initial Enrollment Roster for each class from the Lookup menu at www.santarosa.edu/lookup. A & R will not be issuing printed Temporary Rosters. Faculty who need the password to use this part of the Web site, or those who are unable to access the Web site, should contact their Department Chair or Service Center Assistant to receive the password or to request that a roster be

printed for them. Further, it will be the responsibility of each faculty member to keep track of adds and/or drops in enrollments using the Lookup menu.

- It is a legal requirement for all faculty to identify for the administration, through the use of the new Census Roster, anyone who has never attended class so that they can be dropped from the course. Therefore, the District is directing faculty to take attendance during each scheduled class session during the Census period for the purpose of identifying students who are enrolled but do not attend class (“No-Shows”).
- The Admissions & Records Office will provide to faculty a Census Roster for each class by the Census date of each class. Faculty will be required to indicate all “No-Show” students on the Census Roster and return it immediately to A & R. The administration will drop the “No-Shows” upon receipt of the Census Roster.

Please watch your e-mail and/or postal mail for further information, or contact Admissions and Records, if you have any questions.

Unemployment Benefits for Adjunct Faculty

Adjunct faculty have the right to apply for unemployment benefits during breaks between semesters when they are not employed. For more information, see the 12/13/06 *AFA Update* posted in your department or service center, or log onto

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AFA Audit & Service Fees

A successful audit of AFA’s income and expenses for the 2005-06 fiscal year has recently been completed. The purpose of the audit is to demonstrate how AFA income is expended. The audit information includes an *Independent Auditor’s Report*, *Financial Statements*, and a *Schedule of*

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Audit & Fees *(continued)*

Attn: Regular Faculty: District Reimbursement for Hospitalization Copay

Did you know that the District reimburses regular faculty who are participating in District-paid health plan coverage for certain copayments related to hospitalization, outpatient surgery, emergency coverage, and urgent care? You must pay the bill first, and then submit a copy of the paid invoice to the Human Resources Department for reimbursement. For more information, see Article 10 in the AFA/District Contract at www.santarosa.edu/afa/ or call Louise Burke in Human Resources at 527-4304.

Unrestricted General Operating Expenses and Allocation of Expenses between Chargeable and Nonchargeable. If you wish to see the audit reports, log onto the AFA web site at www.santarosa.edu/afa/ or contact the AFA office at 527-4731 or afa@santarosa.edu to request a copy.

A Fair Share Service Fee (FSSF) Notice will soon be mailed to the home address of faculty who are not currently dues-paying members of AFA. The AFA Executive Council set the FSSF to be the equivalent of the dues that members pay, which is 0.55% of gross pay. The same percentage is applied to the earnings of both full-time and part-time faculty.

NOTE: for the same amount of money you can join AFA rather than pay the Fair Share Service Fee. **AFA encourages you to join your Faculty Association** and enjoy the benefits of membership, which include: helping to determine what is bargained, running for a seat on the Executive Council, electing Executive Council members, and voting for ratification of negotiated contracts.

If you decide NOT to join AFA, you will be assessed the amount of the FSSF as a payroll deduction from each check you receive for faculty work at SRJC.

Unemployment *(continued)*

the AFA web site at: www.santarosa.edu/afa/, where you will find eligibility criteria, procedures to follow, court case documents, and useful links that will assist you in filing for unemployment benefits. If you would prefer a hard copy of these materials, call the AFA office at 527-4731 or send an e-mail to afa@santarosa.edu by December 20 to request a packet.



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