



# UPDATE

October 18, 2007

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

## District Activity Funds for Adjunct Faculty

Adjunct faculty who are currently participating in District-wide activities may apply to the Adjunct Faculty District Activity Fund (AFDAF) for payment. District activities are defined as those activities undertaken at the level of the college community, such as:

- serving on the AFA Executive Council or the Academic Senate;
- serving on District-wide councils/committees;
- performing approved College Service activities, such as serving on an evaluation team, preparing and presenting a PDA/Flex workshop, or serving as a faculty advisor to a student club or organization that meets the requirements of District Policy and Procedures 8.5.2; and
- participating in a self-defined or District-defined special project, designed to benefit the District (requires pre-approval).

To be eligible to receive these funds, an adjunct faculty member must have an assignment during the current semester, and must complete an application form. (Applications for special projects MUST be submitted beforehand — preferably two weeks IN ADVANCE.)

The application form is posted on AFA's Web site at [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/) and is also available upon request by contacting the AFA office at [afa@santarosa.edu](mailto:afa@santarosa.edu) or 527-4731. The submittal deadline for the Fall 2007 application form is 5:00 p.m., Monday, December 10.

The AFDAF Committee will verify completion of the activity for which funding is requested prior to the award of payment. Payment is calculated using Base Hourly rates. Note: District activities paid according to this provision of the Contract DO NOT count as load.

## Technology Training Funds for All Faculty

AFA would like to remind all active regular, probationary, temporary, and adjunct faculty that you may submit an application at any time to the Faculty Technology Training Fund (FTTF). This fund was established through negotiations between AFA and the District to encourage effective use of technology and promote technological competence by funding hands-on training opportunities for faculty.

The FTTF Committee will consider reimbursement for direct costs related to participation in hands-on training activities (for example, travel and travel-related expenses, including lodging and meals, registration and certification fees, and instructional materials). In these times of limited Staff Development money, the Faculty Technology Training Fund may be the only source of funds easily available; but, remember: it is for HANDS-ON technology training only — you must be learning by doing.

A description of the fund and a copy of the application form are posted on the AFA Web site at [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/). They are also available upon request by calling the AFA office at 527-4731, or by sending an e-mail to [afa@santarosa.edu](mailto:afa@santarosa.edu). Note: applications must be submitted IN ADVANCE of the training.

### Open Enrollment 2007

The deadline for submittal of Blue Shield and new Kaiser enrollment forms, and Vision coverage election forms, is 5:00 p.m., Wednesday, October 31.

Questions? Call Louise Burke in Human Resources at 527-4304.



ALL FACULTY ASSOCIATION  
SANTA ROSA JUNIOR COLLEGE  
1501 Mendocino Avenue • Santa Rosa, CA 95401  
(707) 527-4731 • Fax: (707) 524-1762  
<http://www.santarosa.edu/afa/updates.shtm/>

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## Mark Your Calendars

- Oct. 19: Spring 2008 schedule permatized
- Oct. 31: Open Enrollment ends (med/vision)
- Nov. 13: Department Chair elections
- Nov. 16: Adjunct faculty *Evaluation Portfolio* documents due to Dept. Chair
- Nov. 16: 1st Proof Summer 2008 schedule due to Supervising Administrators
- Nov. 21: Flex Day (no classes and no mandatory scheduled professional development activities)
- Nov. 30: Adjunct faculty Flex hours: Deadline for submission to Staff Development of verification forms or Notice of Absence forms for Fall 2007

### Attn: Adjunct Faculty Have you signed up for Direct Deposit yet?

Automatic Direct-Deposit of 10th-of-the-month paychecks for adjunct faculty is now an option. Contact the Payroll Department to sign up: Jackie De Lap at 521-7857 (for adjunct faculty) or Lisa Hotchkiss at 527-4200 (for regular faculty).

### Thinking about retiring? Come to a Retirement Workshop (and earn Flex credit)

Presentation and Q's & A's  
by Ken Jones,  
local CalSTRS  
Regional Benefits Counselor

Friday, November 2, 2007  
1 – 2:30 pm (Regular Faculty)  
Doyle Library, 1<sup>st</sup> Floor, Rm #4245

Thursday, November 15, 2007  
5:00 – 6:30 pm (Adjunct Faculty)  
Doyle Library, 1<sup>st</sup> Floor, Rm #4246

Both sessions will be videoconferenced  
to Mahoney Library, Room #154

Approved for 1½ hours of Flex credit

To register, contact the AFA office at  
527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu)

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