

**Phone: (814) 227-2420**

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**February 2022**

**Executive Committee:** President – Joyce Overly; Vice President – Mark Kilwein; Secretary – Christopher McCarrick; Treasurer – Xiaofeng Li; Delegates – Joyce Overly, Jennifer May, Annette Rosati, Barry Sweet, Lorie Taylor; Alternate Delegates – Ellen Foster, Jonathan Touster, Cristin Ketley, Nripendra Singh, Karl Sprenger; Coaches President – Matt Hanhold; Coaches Vice President – Matt Hanhold; Coaches Alternate – Keith Ferraro; Coaches’ Grievance Chair – Eric Laughlin; Venango Campus Rep – Renee Bloom; CAP – Joseph Croskey; DRC – Mary Buchanan; Grievance – Mark Kilwein; Health & Welfare – Amy Shannonhouse; Legislative – Jonathan Touster; Membership – Paul Klenowski; Negotiations – Joyce Overly; Nominations & Elections – Rachel Newbury; Social Justice – Cahndice Matthews; Public Affairs/Relations – Christopher McCarrick; Student Liaison – Marc Sanko; Rules & Bylaws – Jamie Phillips; Mobilization Co-Chairs – Jackie Knaust & Andy Lingwall; State Adjunct Faculty Committee – Natasha Dias, Sheila Kazar; State APSCUF Executive Council – Joyce Overly

\*Faculty Meet & Discuss Team: Joyce Overly, Barry Sweet, Adam Roberts, Mark Kilwein, Jennifer May, Mary Buchanan, Chris McCarrick (rec. sec.)

\*Coaches Meet & Discuss Team: Matt Hanhold, Heath Calhoun, Keith Ferraro, Eric Laughlin, Joyce Overly & Mark Kilwein

## The President’s Message...

Dear Clarion Faculty and Coaches,

Happy Presidents Day! (OK, that’s pretty weak as a seasonal greeting, but there’s not much work with between Valentine’s Day and St. Patrick’s Day.) I hope the first five weeks of the semester have gone well. Only two more weeks until break. I know I need one!



I have some updates on what APSCUF has been working on since the January newsletter. On Wednesday, February 16, the Interim Meet & Discuss team met with management to officially approve the bylaws and curricular policies and procedures developed by the Interim Curriculum Committee (ICC). The ICC documents will guide the development of the curriculum for PennWest in preparation for the official July 1, 2022 launch (pending Middle States approval). The initial focus is on the graduate curriculum, as the goal is to implement new PennWest graduate programs in Fall 2022. Most undergraduate programs will transition to PennWest in Fall 2023.

Another task related to the consolidation is the election of campus department leads. As outlined in the Article 6 side letter, department leads will be elected at each campus with faculty in a department where the department chairperson is not physically located. The interim M&D team met with management to review their suggested combinations of departments of less than five faculty members on a single campus for the purposes of selecting a campus lead. I’m happy to report that we were able to stop a plan to have two small departments, Geosciences and Physics, absorbed into larger Clarion campus departments, Biology and Chemistry, respectively, for campus lead purposes. Instead, the 7 faculty members in Geosciences and Physics will share a campus lead. I believe this will give those faculty members more effective representation and also prevent overburdening the Biology and Chemistry leads.

I’ve gotten some questions about how contractual committees and local APSCUF chapters will work at PennWest. The side letters outline interim measures for curriculum, promotion, tenure, and evaluation. Keep in mind, however, that our current contract expires on June 30, 2023, and longer-term contract language for contractual committees at integrated universities with multiple campuses will have to be negotiated as part of the next contract. As far as the internal structure of APSCUF, that’s up to us as an organization and will require revisions to the state and local APSCUF bylaws. For the first year of PennWest, I expect that we will remain three separate APSCUF chapters and see if that is a workable arrangement going forward.

(Continued on Page 2)

There is positive news to share. Governor Wolf's proposed budget for the upcoming year includes a 15% (\$75 million) increase in appropriations to PASSHE. Of course, the legislature will have their input on the budget, but this is as good a starting point in budget negotiations for PASSHE funding as I've seen in many, many years. Also, the Governor has again proposed his \$200 million Nellie Bly scholarship program to assist students at state system universities and community colleges.

As always, if you have questions or concerns that APSCUF may be able to help with, please reach out to your departmental representative, any of the officers, Jan, or me.

In solidarity,



**SPRING 2022 MEETINGS**  
(Please mark your calendars!)



**EXECUTIVE COMMITTEE (EC) @ 3:30 pm**

Tuesday, March 1

Tuesday, March 22

Tuesday, April 5

Tuesday, April 19

**DEPARTMENT REPRESENTATIVE COUNCIL @ 3:30 pm**

Tuesday, March 8

Tuesday, April 12

**LEGISLATIVE ASSEMBLIES**

February 18, 2022 (Zoom @ 10:00 am)

April 7-8, 2022 (Sheraton, Harrisburg)

**MEET & DISCUSS @ 2:30 pm**

Friday, February 25 – Pre-Meet & Discuss

Friday, March 4 – Meet & Discuss (tentative)

Friday, March 25 – Pre-Meet & Discuss

Friday, April 1 - Meet & Discuss (tentative)

Friday, April 15 – Pre-Meet & Discuss

Friday, April 22 – Meet & Discuss

Friday, May 13 - Pre-Meet & Discuss

Friday, May 20 – Meet & Discuss

**MEMBERSHIP MEETINGS, ELECTIONS & GATHERINGS**

\*General Membership Mtg/Meet the Candidate Forum -

Tuesday, March 29, 2022 @ 3:30 pm

\*General Spring Elections – Tuesday, April 19

\*Clarion APSCUF's End-of-the-Semester Gathering –

Thursday, May 5 @ 4 pm at CRBC (tentative)

**GENERAL APSCUF & BARGAINING UNIT MEETING** is scheduled for **Tuesday, March 30, 2021, @ 3:30 pm**.

Location/Zoom Link will be announced. This meeting will also include "Meet the Candidates" Forum for the 2022 Spring General Elections. There will be a campus visit by State APSCUF President Jamie Martin. Please "pencil in" this meeting on your meeting calendar.

NOTE: General Spring Elections for APSCUF Offices and Committees will be held on **Tuesday & Wednesday, April 19 & 20** thru **Survey Monkey**. **See Page 5 for General Spring Election timeline and vacancies.**



WELCOME ABOARD Josh Grubbs from APSCUF's Labor Relations Department. Josh has been newly assigned to Clarion. Josh also serves California, Cheney, Edinboro and West Chester APSCUF chapters. The Clarion chapter looks forward to working closely with Josh.

We would like to THANK Sara Miller of APSCUF's Labor Relations Department, for all her support to our members throughout the years. Best wishes to Sara who has been re-assigned to other APSCUF chapters across the state.



Bim Arthun, State APSCUF's Director of Membership Services, will be making a campus visit to Clarion University on Thursday, March 31<sup>st</sup>. Like in the past, Bim is scheduling 30-minute one-on-one appointments to meet with members and answer questions. The schedule runs from 9:00 am till 3:30 pm in the Rhea Conference Room. If you are interested in setting up a 30-minutes one-on-one with Bim, please directly contact Jan Walters at [jwalters@clarion.edu](mailto:jwalters@clarion.edu) to schedule an appointment. Know that spouses are welcomed too.



ANNOUNCEMENT: The Clarion APSCUF Nominations and Elections Committee is pleased to announce the results of the Special Election for the two vacancies on the University-wide Sabbatical Leave Committee.

Congratulations to *Amanda Lockwood (Chemistry)*

Congratulations to *Nripendra Singh (Management & Marketing)*

Thank you to all who participated in the election, candidates, and voters; your contributions are appreciated.



Coach Hanhold



#### COACHES LEADERSHIP UPDATE:

CONGRATULATIONS and THANK YOU to Matt Hanhold and Heath Calhoun. Matt will be serving as our chapter's *Coaches President*. And Heath will be serving as our chapter's *Vice President*.



Coach Calhoun



#### SPRING 2022 SUPPLEMENTAL PAYMENTS SCHEDULE

(See additional information on **pages 7-10**)

Overload and Related Payments – March 25, 2022, pay

Distance Education Payments – April 22, 2022, pay

#### ATTENTION FACULTY: 20/26 ANNUAL PAY OPTION WINDOW APRIL 1, 2022 THRU APRIL 30, 2022

Nine-month pay faculty who are interested in changing their pay options from 20 to 26 pays, or vice versa, may do so during a window period from April 1, 2022 to April 30, 2022. The change will be effective for the first paycheck of the Fall 2022 semester which will be on September 23, 2022. **(For more information, please read pages 11-13 in this newsletter.)**

If you so choose to change your option, please complete the 20/26 Pay Option form and return it to our Human Resources office in Carrier between April 1 and April 30th. Please do not return the form to our APSCUF office nor to the State APSCUF office.

NOTE: This is the only opportunity to make this change during this academic year. The form was attached to the email announcement or you can request the form from our Human Resources office.

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**TAX DEDUCTION CHANGES for 2021:** TAX SEASON IS HERE! IF YOU ITEMIZE, PLEASE NOTE THE FOLLOWING 2021 FEDERAL TAX DEDUCTION FOR UNION DUES: CURRENT TAX FEDERAL TAX LAW DOES NOT ALLOW A DEDUCTION FOR UNION DUES FOR THE YEARS FROM 2018 THROUGH 2025. BUT FOR PENNSYLVANIA TAXPAYER PURPOSES, THE FULL AMOUNT OF UNION DUES PAID ARE 100% DEDUCTIBLE. **(See memo on Page 6 from President Jamie Martin in this newsletter.)**



**CLARION APSCUF 2022 FALL SCHOLARSHIPS:** Applications are now being accepted for the *Fall 2022 Clarion APSCUF Scholarship* to be awarded to **SEVEN (7)** Clarion University students. Any student wishing to apply must be currently enrolled at Clarion University with a minimum of 3.2 QPA following completion of the Fall 2021 semester. Eligibility, instructions and "fillable" application can now be downloaded at [www.apscuf.org/universities/clarion](http://www.apscuf.org/universities/clarion). Deadline for submission is **Friday, March 18, 2022 @ 12:00 pm**. Please feel free to share the direct link to the application: [Application for APSCUF Scholarship](http://Application for APSCUF Scholarship)





THIS IS A  
**FREE & OPEN**  
CU STUDENT EVENT

## Want to be courageous like Harriet?

WHEN: Sunday February 20<sup>th</sup> 2022

WHERE: Clarion Univ. SOMN 110 \*

TIME: 3pm Harriet (2019) movie showing

\*5:30 pm Group Discussion @ VFW – 603 Liberty St. 2nd Floor  
Refreshments following discussion

Sponsored by Little Leaders of Clarion  
Black Lives Matter of Clarion  
CU Libraries



## GENERAL SPRING 2022 ELECTIONS

Nominating Petitions packets have been sent via Email the week of February 14th. All Nominating Petitions must be returned by 1 PM, FRIDAY, MARCH 18 to Rachel Newbury, N & E Chair at [rnewbury@clarion.edu](mailto:rnewbury@clarion.edu).

**NOTE: At this point, the University-Wide Contractual Committee elections will NOT be a part of General Spring 2022 Elections. Elections for these committees will be held once additional details are available.**

### GENERAL SPRING 2022 ELECTION CALENDAR for APSCUF Officers and Committees (only)

- February 14: Nominating petitions sent to faculty and coaches electronically
- Friday, March 18: Nominating petitions due by 1:00 pm to Rachel Newbury, Chair, Nominations and Elections Committee @ [rnewbury@clarion.edu](mailto:rnewbury@clarion.edu) and to Jan Walters, Office Manager @ [jwalters@clarion.edu](mailto:jwalters@clarion.edu)
- Friday, March 25: Candidate Statements due from candidates to be published in the Clarion APSCUF April Newsletter (e-mail to [jwalters@clarion.edu](mailto:jwalters@clarion.edu))
- Tuesday, March 29: “Meet the Candidates” Forum @ 3:30 pm on *Zoom* - Candidates introduced; comments and questions
- Week of April 4 & 11: E-mail reminder of the Spring 2021 Election to be held through *Survey Monkey*. Included will be the slate of candidates and their statements.
- \*Tuesday, April 19: Ballots sent for voting through *Survey Monkey* @ 6:00 am to campus e-mail addresses
- \*Wednesday, April 20: Voting continues through *Survey Monkey*. Polls close at 4:00 pm
- Wednesday, April 20: Announcement of Winners

**\*Note that the General Spring 2022 Elections will be held in conjunction with the Faculty Senate Elections on Tuesday and Wednesday, April 19 and 20, 2022 through *Survey Monkey*. The Clarion University Faculty Senate Elections will be a separate e-mail ballot.**

The Following Faculty and Coaches positions are open. (Please review *Qualification & Functions Summary*.)

#### **APSCUF OFFICERS & COMMITTEES:**

- Secretary: 1 one-year term
- Treasurer: 1 one-year term
- Delegates to Legislative Assembly: 2 two-year term
- Alternate Delegate to Legislative: 2 two-year term
- Nominations and Elections Committee: 3 two-year term
- Venango Campus Representative: 1 one-year term

**NOTE: All Coaches Leadership Positions are filled, but APSCUF coaches in good standing are eligible to run for the chapter's Secretary, Treasurer and Nomination & Election Committee.**



BLOOMSBURG   CALIFORNIA   CHEYNEY   CLARION   EAST STROUDSBURG  
EDINBORO   INDIANA   KUTZTOWN   LOCK HAVEN   MANSFIELD  
MILLERSVILLE   SHIPPENSBURG   SLIPPERY ROCK   WEST CHESTER

January 26, 2022

Dear Colleague:

This letter is important tax information in regards to deductibility of union dues. Current tax federal tax law does not allow a deduction for union dues for the years 2018 through 2025.

For Pennsylvania tax payer purposes, the full amount of union dues paid are deductible. Mack Gerberich and Associates has advised us that for 2021 the deductible percentage of union dues was one-hundred (100%) percent. Therefore, one-hundred (100%) percent of union dues are deductible.

If you use a professional tax preparer, please remember to provide this information.

Sincerely,

Jamie S. Martin, Ph.D.  
President

JSM:klj



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January 19, 2022

Dear APSCUF Local Chapter Offices:

Attached for your review are the instructions from the Chancellor's Office to the University Human Resource Directors regarding authorization for the **2022 Spring Overload/Related Payments and Distance Education payments**.

Please make your faculty aware of the attached/following dates and deadlines:

#### **OVERLOAD AND RELATED PAYMENTS**

According to the attached instructions, overload and related payments must be submitted locally between now and **by no later than March 4, 2022**.

**Overload and related payments will be included in the March 25, 2022 paychecks.**

If a faculty member has not received an overload payment in his or her **March 25, 2022** paycheck, there are three likely possibilities: either (1) the faculty member has not yet earned credit overload (see explanation below); or (2) the paperwork to authorize the payment was not sent to your Payroll Office; or (3) your Payroll Office has questions about the paperwork.

In any case, please keep in mind that the affected faculty member will have forty (40) days from **March 25, 2022** to file a grievance if he or she has not received an overload payment or disputes the amount paid. This means that such grievances must be filed at Step Two of the Grievance Procedure by no later than **September 30, 2022** in order to be timely.

Please remember that most faculty members who teach 15 credits in the fall do not earn overload credit in the fall even if they are scheduled to teach 12 credits this spring, as their workload could be modified to 9 credits in the spring, making them ineligible for overload compensation. If the faculty member actually does teach 12 credits this spring, he or she will have then earned the credit overload this spring.

#### **DISTANCE EDUCATION PAYMENTS**

According the attached instructions, distance education payments must be submitted locally between now and **by no later than April 1, 2022**.

**Distance Education payments will be included in the April 22, 2022 paychecks.**

If a faculty member has not received a distance education payment in his or her **April 22, 2022** paycheck, either the paperwork to authorize the payment was not sent to your Payroll Office or your Payroll Office has questions about the paperwork. In any case, the affected



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faculty member will have forty (40) days from **April 22, 2022** to file a grievance if he or she has not received a distance education payment or disputes the amount paid. This means that such grievances must be filed at Step Two of the Grievance Procedure by no later than **September 30, 2022 (summer extension)** in order to be considered timely.

I recommend that you contact the administrators on your campus who are responsible for entering this information to make sure that the input of both forms of compensation are done in a timely manner.

If you have any questions regarding this matter, please do not hesitate to contact or mail me. Have a great semester.

Sincerely,



Mary Rita DuVall, MILR  
Head of Labor Relations  
State APSCUF



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OFFICE OF THE CHANCELLOR

**MEMORANDUM**

**TO:** University Human Resource Directors  
**FROM:** Phillip Amarante  
System Payroll Director  
**DATE:** January 19, 2022  
**RE:** 2022 Spring Supplemental Payments

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This is to provide the schedule for spring, 2022 supplemental payment submission and processing, except for independent study, which is not paid until after the faculty member submits students' final grades.

Overload payments will be included in the March 25, 2022 pay, if the schedule is followed.

1. Overload and related payments should be submitted locally between now and March 4, 2022.
2. Local review and preparation for input is March 7 – March 16, 2022. This period allows these payments to be prepared, checked for completeness, and checked again for accuracy before input into the human resource system.
3. The input window is March 7 – March 16, 2022. Hours must be entered in conjunction with pay. To allow for review of payroll results, entries should be completed by Noon, March 16<sup>th</sup> for the bona fide payroll.

The System Human Resources office will conduct a random post-audit of overload payments. You will be notified of records selected for audit, at which time all supporting documentation should be forwarded for review.

Distance Education payments will be included in the April 22, 2022 pay, if the schedule is followed:

1. Distance Education payments should be submitted locally between now and April 1, 2022.
2. Local review and preparation for input is April 4 through April 13, 2022. This period allows these payments to be prepared, checked for completeness, and checked again for accuracy before input into the human resource system.
4. The input window is April 4 through April 13, 2022. Hours must be entered in conjunction with pay. To allow for review of payroll results, entries should be completed by Noon, April 13th for the bona fide payroll.

Please direct overload and distance education processing questions to Ms. Karrah Garland at (717) 720-4184, and Labor Relations' questions to (717) 720-4150.

PA

c: Payroll Directors  
Mary Rita Duvall, APSCUF

February 15, 2022

Re: 20/26 Pay Option

Dear Colleague:

APSCUF initiated discussions and an agreement was reached at State Meet and Discuss to open an **annual** window period for nine-month faculty who are interested in changing their pay option. Prior to this agreement, the only time a window to change pay options was opened was once per every new contract, usually every three to four years. This year, faculty members may change from 20 to 26 pays and vice-versa during a window period that will be open from April 1, 2022 to April 30, 2022. The change will be effective with the first paycheck of the fall 2022 semester.

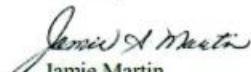
**Please note that this is the only window that will be opened during this academic year.**

Faculty members must be aware of some facts when contemplating this decision to change their pay options. First, all faculty members who change from 26 pays to 20 pays and who have a conversion pay liability must repay the conversion pay that was advanced when the after-the-fact pay statute was implemented. Simply stated, faculty who received and have not repaid the conversion pay and move from 26 to 20 pays will receive a small paycheck on the first pay date of the fall 2022 semester, which will be September 23, 2022. This check will represent the difference in the gross amount of their salary effective fall 2022 minus their conversion pay liability.

Second, faculty must be aware that all pay option changes must be implemented manually into the computer. PASSHE has informed APSCUF that delays and errors may occur as the changes are processed into the computer. For these reasons, PASSHE has stated that it will only agree to open the window if APSCUF would agree that faculty members are informed that when they sign the form to change pay options, they will also be waiving their right to file grievances over late or incorrect payments due to errors which may occur in processing. Any errors will be addressed by the University or PASSHE. At APSCUF's insistence, PASSHE also agreed that cash advances would be given to faculty whose checks are delayed if a hardship can be shown by the faculty member.

If you are interested in changing your pay option, please complete the attached form and forward it to your University Human Resources Office for processing between April 1, 2022 and April 30, 2022. Any forms received after April 30, 2022, will not be processed. **DO NOT** return this form to the State or Local APSCUF office. Please note again that by requesting a change of pay option you are also agreeing not to grieve errors that may occur during the processing of your request.

Sincerely,



Jamie Martin  
President

JM:MRD/arb



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### **What is the CONVERSION PAY LIABILITY?**

The Conversion Pay Liability is applicable for those faculty members hired prior to the fall of 1985 who have continued to receive their pay on the 26 pay option. Prior to the fall of 1985, faculty members were paid on a before-the-fact payroll system which meant employees were compensated for a given pay period on that pay period end date. Beginning with the 1985-86 academic year pay cycle, PASSHE moved to after-the-fact payroll for faculty which meant employees were paid their biweekly pay for a given pay period no later than two weeks after the end of the pay period.

During the conversion to an after-the-fact payroll system, all faculty who were previously employed and being paid on a 26 pay option received an advance, which is called the "conversion pay." The conversion payment was issued to employees in lieu of payment for compensation earned during the conversion pay period in order to convert the employee to an after-the-fact pay basis. This conversion pay liability must be recouped upon separation or if the faculty member moves from the 26 pay option to the 20 pay option.

For those faculty members on the 20 pay option and for those who have already switched from the 26 to 20 pay option, the conversion pay has already been recouped by PASSHE. Faculty hired at the beginning of or after the 1985-86 academic year were hired on an after-the-fact pay basis and there is no conversion pay liability.

For those faculty members with an outstanding Conversion Pay Liability, the amount of the Conversion Pay Liability appears on the employee pay statement. The Conversion Pay Liability appears in the same section on the employee pay statement that houses the employee's residence and headquarters. The Conversion Pay Liability also is available through Employee Self Service (ESS).

Questions regarding the Conversion Pay Liability should be addressed to the Human Resources Office.

**ELECTION FOR FACULTY MEMBERS  
OF PAY PERIODS FOR ACADEMIC YEAR'S SALARY**

I hereby irrevocably elect to receive my 2022-2023 academic years' salary over:  
(Place an "X" in the appropriate box).

Twenty-six (26) Biweekly Pay Periods

Twenty (20) Biweekly Pay Periods

I understand that if I elect payment over twenty-six (26) biweekly pay periods, these payments shall commence at the beginning of the 2022-2023 academic year, as would be the case if I were being paid over twenty (20) biweekly pay periods. Also, if I elect to receive payment over twenty-six (26) biweekly pay periods, in no event shall I receive more compensation in twenty-six (26) biweekly pay periods than I would have received in twenty (20) pay biweekly pays. I understand that this election will continue for subsequent academic years and that no additional change may be made by me until April 2023 effective for the 2023-2024 academic year. I also understand that this election shall in no way diminish any additional compensation to which I may be entitled.

I understand that by signing this form, I also agree not to file a grievance if an error occurs during the processing of my pay option change. I also understand that if I elect to convert from the twenty-six (26) biweekly pay option to the twenty (20) biweekly pay option and have a conversion pay liability, that conversion pay liability will be recovered from the first paycheck of the fall 2022 semester, which will occur on September 23, 2022.

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Signature of Faculty Member

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Date

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Printed Name of Faculty Member

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Date

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Employee Identification Number of Faculty Member

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University

Return one completed copy of this form to your Human Resource Office between April 1, 2022 and April 30, 2022. Any forms received after April 30, 2022 will not be processed.

**PLEASE DO NOT RETURN THIS FORM TO APSCUF**