



# Westchester Community College Federation of Teachers (WCCFT)

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WORKING AT THE EXTENSION SITES & OFF-CAMPUS LOCATIONS

PRESENTED BY THE ADJUNCT COMMITTEE

5:00PM, NOVEMBER 12<sup>TH</sup>, 2025



# What Is the WCCFT?

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- the union that represents full-time and part-time teaching faculty, librarians, counselors and Academic Support Center coordinators
- membership meetings
  - **When:** during common hour (11:00am-1:00pm) on the first Wednesday of each month in the fall and spring semesters
  - **Where:** in person in TEC-109 (Valhalla campus) and/or virtually on Zoom
    - email sent out a few days beforehand with notice of format and agenda



# What Are the CBA, MOAs, and MOUs?

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- CBA = collective bargaining agreement
  - the contract that was negotiated by the College and the WCCFT, and ratified by the Union membership, the WCC Board of Trustees, and the Westchester County Board of Legislators
- MOA = memorandum of agreement
  - an agreement on a limited number of items that were negotiated by the College and the WCCFT
- MOU = memorandum of understanding
  - an agreement on an issue between the College and the WCCFT



# What Are Adjuncts' Rights?

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- **due process** in any disciplinary action
- ability to **grieve** any infringement of your contractual rights
- **representation** by the WCCFT in a grievance hearing
- **salary increases** (bargained with each new contract), including retroactive payments and bonuses, as well as developmental classes paid at the credit rate
- **academic freedom** to teach all relevant subject matter in your courses
- not be **discriminated against** at the College
- **limits** set on **class sizes**, material being placed in your **personnel file**, and the use of **student surveys** in your sections



# What Are Adjuncts' Benefits?

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- one **paid sick/personal session** per course each semester for teaching adjuncts and one **paid sick/personal day** for non-teaching adjuncts
- **no loss** of pay for non-teaching adjuncts for a day when the College closes for emergencies
- **“swap” coverage** of a class with a qualified colleague instead of taking a paid sick/personal session
- **credit towards seniority** if “bumped” from an assigned course and if no other courses are available
- **senior adjunct status** after 20 semesters
- **tuition waivers** for WCC courses
- **bereavement leave** if someone in your immediate family passes away, **military leave** if ordered for military duty, and **leave for court appearances**
- personalized **business cards** (for senior adjuncts)



# Other Benefits (not Union-Related)

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- **NYS Teachers' Retirement System:** <https://www.nystrs.org/>
- **SUNY Volunteer Savings Plan:** <https://www.suny.edu/benefits/vsp/>
- **New York State Deferred Compensation Plan (457(b)):** <https://www.nysdcp.com/>
  - WCC transferred to NYSDCP from Empower in November 2025. With Empower, you needed to contact Payroll every semester to see if you needed to complete new paperwork, especially if you taught at a different location from the previous semester. You may need to do the same with NYSDCP.
- **New York's 529 College Savings Program:** <https://www.nysaves.org/>
- **SUNY Benefits Discounts:** <https://www.suny.edu/benefits/discounts/index.cfm>
- **SUNY Perks / Perks at Work / Corporate Perks:** <https://www.perksatwork.com/>. Use your WCC email address to sign up.
- **Plum Benefits:** <https://www.plumbenefits.com/>. Use your WCC email address to register.
- **My Better Benefits:** <https://www.mybetterbenefits.org/>. Log in using SUNYBENEFITS as the ID#. If prompted for a passcode, use SUNYBENEFITS.



# ICE Agents on Premises – Laws

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- **NYS Executive Order 170.1:** a judicial warrant or judicial order – not an administrative warrant – required for execution of civil arrests by federal immigration authorities within State facilities, including SUNY campuses
- **Immigrant Protection Act** (Westchester County law): Westchester County prevented from using any of its resources to assist in federal investigations based on race, gender, sexual orientation, religion, ethnicity or national origin
- **Family Educational Rights and Privacy Act (FERPA)** (U.S. Federal law): protects the privacy of student education records
- **Know Your Rights Resources** (NYS Office for New Americans): <https://dos.ny.gov/know-your-rights>



# ICE Agents on Premises – WCC Policy/Procedures

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- If anyone, including a member of a law enforcement agency (Federal, State or Local), requests WCC student or employee information or requests to come into a college-controlled space without there being an emergency:
  - do not provide any information.
  - immediately request the assistance of the site director or assistant director or other on-duty WCC manager.
  - ask them to wait while you contact your local police to respond to your location.
- Only WCC students and employees, or their guests, are permitted beyond the lobby of every extension center.
- If you learn that a member of law enforcement is seeking to arrest someone they believe is in your site, you are to request that the member of law enforcement leave WCC property and make the arrest elsewhere to ensure the safety of all WCC students and employees at your site.
- Immediate notification to the site director is to be made and an incident report is to be completed for any situation that involves anything addressed above.
- If a situation occurs that is beyond your ability to manage, immediately notify your site director and the on-duty security supervisor, who will notify and/or request assistance from the director of security or an assistant security director.





## Extension Site Directors/Division Coordinators

Off-Campus Location	Director/Division Coordinator	Email Address	Phone Number
Mt. Vernon	Ramona Burton	<a href="mailto:Ramona.Burton@sunywcc.edu">Ramona.Burton@sunywcc.edu</a>	914-606-7214
Ossining	Nicole Joseph	<a href="mailto:Nicole.Joseph@sunywcc.edu">Nicole.Joseph@sunywcc.edu</a>	914-606-7409
Peekskill	Sherry Lynn Mayo	<a href="mailto:Sherry.Mayo@sunywcc.edu">Sherry.Mayo@sunywcc.edu</a>	914-606-7385
Yonkers	Joseph Cooke	<a href="mailto:Joseph.Cooke@sunywcc.edu">Joseph.Cooke@sunywcc.edu</a>	914-606-7132
Yonkers EOC			

WCC Director of Security – Scott Sullivan, [Scott.Sullivan@sunywcc.edu](mailto:Scott.Sullivan@sunywcc.edu), 914-606-6284



# Faculty ID Cards

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- Your faculty ID card allows you to do different things, including:
  - entering extension site locations
  - accessing classrooms
  - accessing faculty offices
  - using the photocopiers

Note: Faculty ID cards should be worn at all times while at the extension sites and at off-campus locations.



# Adjunct Office Spaces

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Off-Campus Location	Room
Mt. Vernon	1 <sup>st</sup> floor faculty office
Ossining	faculty offices behind reception
Peekskill	215
Yonkers	341
Yonkers EOC	709 & 813

Note: These spaces usually contain tables, chairs, computers, and printers. Some may have a microwave.



# Photocopier Locations

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Off-Campus Location	Room
Mt. Vernon	1 <sup>st</sup> floor faculty office 1 <sup>st</sup> floor near reception
Ossining	faculty office behind reception
Peekskill	1 <sup>st</sup> floor admin office 1 <sup>st</sup> floor hallway
Yonkers	341
Yonkers EOC	603 & 709

Note: With your faculty ID card, you are allowed to make 1,500 copies a month for free at any of these self-service copy machines.



# Repro (Reproduction Center)

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- Repro is the central office for copy requests. It can make photocopies for you, such as syllabi, exams, class handouts, and lab manuals. It also has two self-service copiers.
- Submit copy requests at the Center's counter or by emailing [REPRO@sunywcc.edu](mailto:REPRO@sunywcc.edu).
  - Include a Repro Job Request form with each job request.
- Completed work can be picked up at the Center, returned through interoffice mail (small volume only) or delivered to your Division Office.
- Special requests can be made, such as requests for different sized paper, colored paper, hole punching, stapling, and color printing (\$0.12 per side).

Note: Turnaround time is 2-4 days.

Location:	Receiving/Deliveries Building (Parking Lot 7, by the Knollwood entrance)
Hours:	Monday-Friday, 8:00a-4:00p
Contact:	914-606-6822, 914-606-6006, 914-606-6610



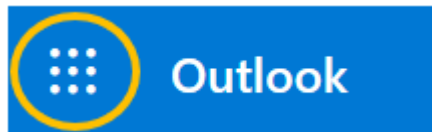
# Microsoft 365

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- As a WCC employee, you have free access to Microsoft 365, which includes:

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|------------------|------------|--------------|------------------|--------------|
| • Calendar       | • Learning | • Outlook    | • Reading Coach  | • To-Do      |
| • Class Notebook | • Lists    | • People     | • Staff Notebook | • Visio      |
| • Connections    | • Loop     | • Planner    | • Stream         | • Whiteboard |
| • Excel          | • OneDrive | • PowerPoint | • Sway           | • Word       |
| • Forms          | • OneNote  | • Project    | • Teams          |              |

- To access these apps, log in to your Outlook email. Then click on the waffle in the upper left-hand corner.





# How Do I Join the Union?

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- Email the Membership Committee Chair Chad Thompson at [chadtwccft@gmail.com](mailto:chadtwccft@gmail.com).
  - Include your full name and department and that you are an adjunct. He will send you a welcome email with an enrollment link.
- Not sure if you're a member? Contact Chad Thompson.
- Union dues are 1% of each paycheck. They are shown as "Adjunct Faculty U" in the After-Tax Deduction section on pay stubs.



# How Can I Contact the Union?

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- **Jim Werner, President**  
[jimwwccft@gmail.com](mailto:jimwwccft@gmail.com), 914-606-6840, HAAB-527
- **Deirdre Verne, Vice-President & Grievance Co-Chair**  
[deidrevwccft@gmail.com](mailto:deidrevwccft@gmail.com), 914-606-6219, GTW-348
- **Chad Thompson, Secretary & Membership Chair**  
[chadtwccft@gmail.com](mailto:chadtwccft@gmail.com), 914-606-7829, SCI-209
- **Doris Warmflash, Treasurer & Budget Chair**  
[doriswwccft@gmail.com](mailto:doriswwccft@gmail.com), 914-606-8516, CLA-40
- **Union Office**  
914-606-8421, TEC-32  
<https://www.sunywccft.org/>
- **Virginia Caputo, Adj. Rep, Adj. Co-Chair & ELI Shop Steward**  
[virginiacwccft@gmail.com](mailto:virginiacwccft@gmail.com), 845-499-9664, GTW-243
- **Iskra Hernandez, Adjunct Committee Co-Chair**  
[iskrahwccft@gmail.com](mailto:iskrahwccft@gmail.com), 914-606-7947, STC-205
- **Richard Courage, FT Connect Editor & Communication Chair**  
[richardcwccft@gmail.com](mailto:richardcwccft@gmail.com), 914-606-6106, SCI-362
- **Jo Stokes, Grievance Committee Co-Chair**  
[joswccft@gmail.com](mailto:joswccft@gmail.com), 914-606-6676, CLA-31
- **Craig Padawer, Health & Safety Chair**  
[craigpwccft@gmail.com](mailto:craigpwccft@gmail.com), 914-606-6286, HAAB-202
- **Joyce McQuade Cassidy, F-T Teaching Rep & Political Action Chair**  
[joycecwccft@gmail.com](mailto:joycecwccft@gmail.com), 914-606-7804, TEC-119
- **Gwen Roundtree Evans, Professional Dev. Fund Chair**  
[gwenrewccft@gmail.com](mailto:gwenrewccft@gmail.com), 914-606-6581, GTW-132
- **Robin Graff, F-T Non-Teaching Rep & Scholarship Chair**  
[robingwccft@gmail.com](mailto:robingwccft@gmail.com), 914-606-7756, STC-290





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# Thank you!

Please join us for the next Adjunct Information Session  
at 5:00pm on Wednesday, December 10<sup>th</sup>.