



FEDERATION OF  
HIGHER EDUCATION  
FACULTY AND  
PROFESSIONALS  
AFT-IFT / AFL-CIO



ECCFA Senate Meeting Agenda  
Wednesday, September 5, 2012  
3:00 PM – 5:00 PM  
Room C-120

**Call to Order:** Luis Martinez

Roll Call

Recognition of Visitors & Guests

**REPORTS-** All reports are attached at the end of the agenda.

**Secretary's Report:** Kimberly Tarver

Read and approve minutes of 8/15/2012 and 8/22/2012.

**Treasurer's Report:** Linda Hefferin

**President's Report:** Luis Martinez

**1<sup>st</sup> Vice President's Report** Howard Russo

**2<sup>nd</sup> Vice President's Report** Marcia Luptak

**3<sup>rd</sup> Vice President's Report** Cassandra Watson

**Committee Reports**

**Old Business**

- AFL-CIO Convention at Rosemont, Oct. 2-4, 2012: Armando Trejo, Kim Tarver and Luis Martinez are willing to represent the ECCFA and seek senate approval.

**Elections & Committee Openings**

- UAF1 & UAF2 Senate Seat Openings

*PROPOSED CONSENT AGENDA-*

- ECC Foundation Distinguished Alumni Committee Nominees to represent the ECCFA- Ron Kowalczyk, Julie Roth and Tammy Ray
- Part-time chemistry lab assistant search committee requested by Dr. McGee: Elizabeth Becker, Steve Trail, Patrick Daly, Miroslav Reza
- Faculty Development Committee Nominee- Elizabeth Becker (MSE)
- Linda Hefferin- ECC foundation board's Scholarships & Grants Committee.

**COPE**

**Old Business**

**New Business**

- ULI Applications
- ECCFA Spirit Wear Ad Hoc Committee- Heidi Eaton, Tammy Ray, Dawn Munson, and Connie Orbeta

- Adjunct Faculty Office Hours
- ECC Foundation Contribution Participation (photo & goal)
- Kudos to Sue Ford for Picnic
- Curriculum Committee Bylaw Changes

## **Division Issues**

### *Action Steps*

## **Adjournment**

Next Meeting: September 19, 3:00-5:00 PM, C-120

## **REPORTS**

### **President's Report** (Luis Martinez)

- Sue Ford and Luis Martinez discussed the evaluation of counseling department with Dr. Sam and VP DiGerlando. We expressed concern about the process, specifically the fact that the consultant appeared for a counseling session with a counselor pretending she was a student and there was a fake file in the system showing her as student. The administration defended the action; we argued that this adds more to an already damaged trust. We asked for a copy of the consultant's report and we were told they had just received it and that we will get a copy after they have their chance to look at it. Dr. Sam was adamant about changes coming to the counseling department.  
As the evident need to be proactive in this case is not to be questioned, we have scheduled a meeting with the counselors to take place Wednesday September 5. We will continue to monitor developments on this situation. We believe that changes cannot be implemented during the life of the current contract.
- We continue to monitor the parking lot situation. The ECCFA has communicated to Dr. Sam some suggestions to improve the parking lot situation. We will continue to bring this to the table until the problem is resolved.

### **2nd Vice President's Report** (Marcia Luptak)

Items to report to constituents:

1. Last week, I sent out an all-UAF-2 email. Please contact Marcia Luptak [mluptak@elgin.edu](mailto:mluptak@elgin.edu) if you did not receive it.
2. Please read your contract, the Faculty Development Adjunct Handbook, and the Evaluation Handbook. It is very important that you understand these documents. Please read them before you ask questions as they have the answers to many of the questions I have been asked the past month.
3. There are a lot of questions about Faculty Development out there. I ask that all UAF-2s look through the handbook. If they have any questions, they can contact me at [mluptak@elgin.edu](mailto:mluptak@elgin.edu). There will be an article about UAF Faculty Development in the September Sentinel and Faculty Development questions will be added to the FAQ page on the ECCFA in the near future.
4. All UAF-2s must keep office hours. You are expected to be in the office during those office hours. This is contractual.
5. There have been a lot of questions about UAF-2 load. I ask that everyone look at the class assignment protocol in the contract. Please understand that UAF-2s are eligible to teach 9-10 credit hours without any special permission and that these hours are to be assigned according to seniority prior to any assignments to UAF-1s or non-unit faculty. However, this does not mean that your department has to change the schedule to accommodate you. If you are not available to teach the classes that are open, this is not grievable. Also, 12-credit hours assignments are at the discretion of the Dean. How additional assignments are made is governed by the protocol chart. If you do not understand how to read the chart, ask your Senator for clarification.

6. Again, there is a 30-day time frame for grievances. You cannot file a grievance for something that happened last year. If you feel that you have a grievance, please give the details and the section of the contract you believe is being violated to your Senator immediately.

### **3rd Vice President's Report** (Cassandra Watson)

- Working on getting bargaining unit members signed up as full members in the union. Went from about 40% signed members to about 45% in the past two weeks. We are making progress!
- I have also been working just a little on getting paper copies of the contract to my constituents.
- Reminder that all adjuncts should be holding the appropriate amount of office hours and that those hours need to be posted on our office door.
- Lastly, make sure you are saving receipts that you might want to get reimbursed for through your professional development money. More information about this money coming soon.

### **Academic Policy Committee Report**

Continuing our effort to provide broad input into administrative procedures, the process owners will work with cross-functional teams on initial revisions and then bring to APC for faculty input.

We caught up on our cycle so this semester we will be reviewing the following:

4.104 Absence Notification for Students (approved this summer for 2013 catalog)

4.408 Appeal (approved this summer for 2013 catalog)

4.402 Student Code of Conduct (approved this summer for 2013 catalog)

4.401 Complaint (under review: Dean of Student Services and Development is process owner)

We also discussed criteria for procedures coming to APC and will be drafting amendment to bylaws for September meeting.

### **Assessment Committee** (Eric Long)

The only immediate position that needs to be filled would be from MSE. The larger problem is that our membership doesn't seem to reflect the new divisional structure and our bylaws are a bit vague in how the committee actually determines membership. We are working on our bylaws this semester so that we can fix this issue by elections. Here's what I have:

BUS/SSCT (2) Scott Adams, Ron Kowalczyk

CABS (3) Ruby Sanni, Brooke Transue, Eric Long

HP (2) Cathy Incapreo, Sharon Walicek

LVPA (2) Tina Leverenzzi, Travis Linville

MSE (1) Janet Whitsitt

Here's where I get confused...

ADLR/Student Services (2) Arturo Vazquez, Marge Schildknecht (Should they be combined/separate?)

The final three members are Peggy Gundrum, Elizabeth Hobson, and Colleen Stribling. I think all three would be considered ABEC, but I really don't know how that fits into/under the ECCFA umbrella...are Peggy and Elizabeth ECCFA covered positions? Should they be voting?

### **Curriculum Committee** (Joe Rosenfeld)

Refer to Revised Committee Bylaws included at the end of the document.

### **ECCFA Social Media Report** (Jessica Carpenter)

Pictures are up from the ECCFA Picnic! If you have events or stories you want featured, email them to [jcarpenter@elgin.edu](mailto:jcarpenter@elgin.edu).

### **FAVs** (Rick Bonnom)

For the 2012 Day of Caring, United Way of Elgin has partnered with the City of Elgin, KaBOOM!, Discover Financial Services, and Neighborhood Housing Services to build a new playground! On Friday, September 28th, volunteers will turn an empty space into a brand new place to play. Faculty are encouraged to volunteer.

### **Learning Community Committee Report** (Colleen Stribling)

Over the summer, the steering committee participated in an all-day retreat to finalize a draft of committee by-laws, committee responsibilities, and goals for the upcoming year. In anticipation of the approval of official committee status by ECCFA, the members also discussed committee composition and leadership.

A group of current committee members are planning to attend the 2012 National Learning Community Conference being held in November in Indianapolis. The goal in attending the conference is to maintain current in best practices and provide inspiration for delivery of future professional development opportunities for ECC participants in Learning Communities.

For a listing of current Learning Community pairings, see [www.elgin.edu/learningcommunity](http://www.elgin.edu/learningcommunity).

### **MAGIC Report** (Clark Hallpike & Kimberly Tarver)

Save the Date! November 8, “The Interrupters” will be screened and Cobe Williams from Cease Fire in Chicago will lead discussions. MAGIC is partnering with Gail Borden Library and others on this activity.

MAGIC’s first meeting is September 17, 3:00-4:30 PM, F- 212. It is an open meeting and will feature discussion and selected scenes from “Precious Knowledge”, a documentary exploring challenges and success experiences of Latino students. Students, Faculty, Administrators, Support Staff & Community Members are welcome.

MAGIC Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. Membership and participation is open to all.

#### *Calendar of Events:*

September 17- Open Meeting & Learning Experience- “Precious Knowledge”

October 1- Planning Meeting

October 3- Book Discussion “Flight of the Quetzal Mama: How to Raise Latino Superstars & Get Them into the Best Colleges” (Open to ECC Community and Public)

October 15- Open Meeting & Learning Experience

October 17- Dinner Dialogue “Discounted Dreams”. MAGIC hopes to partner with ECCFA & is awaiting approval from CETL.

November 5- Open Meeting & Learning Experience

November 8- “The Interrupters” film & discussion, Ricardo Cobe Williams. Afternoon session with students; evening event open to the public.

November 14- Panel Discussion featuring China Experience; collaborating with GIST, USAC & others

November 19- Open Meeting & Learning Experience; Venezuelan Youth Orchestra Documentary & Dr. Luis Martinez

December 2- Venezuelan Youth Orchestra at Chicago Symphony; collaborating with Dr. Luis Martinez

December 3- Open Meeting & Learning Experience

### **Sentinel** (Lori Clark)

Publication Dates & Submission Deadlines

September 17—deadline on September 13

October 15—deadline on October 11

November 12—deadline on November 8

December 10—deadline on December 6

### **ECCFA Important Dates for 2012-2013**

#### FALL SEMESTER 2012

September 19, 2012(W) 3:00-5:00 PM Senate Meeting C-120

October 3, 2012(W) 3:00-5:00 PM Senate Meeting C-120

October 17, 2012(W) 3:00-5:00 PM Senate Meeting C-120

October 31, 2012(W) 3:00-5:00 PM Senate Meeting C-120

November 14, 2012 (W) 3:00-5:00 PM Senate Meeting C-120(NOTE: Thanksgiving 11/22)

November 28, 2012 (W) 3:00-5:00 PM Senate Meeting C-120

December 12, 2012(W) 3:00-5:00 PM Senate Meeting C-120

December 14, 2012 (F) Grading Day AND Graduation (NOTE: Classes end TH 12/13)

December 17, 2011 (M) 8:00 AM Grades Due

#### SPRING SEMESTER 2013

January 10, 2013 (R) TBA ECCFA General Member Meeting & Luncheon UBC Dining

January 11, 2013 (F) 9:00-10:00 AM New Faculty Intro/Welcome to ECCFA Meeting F-203 (ICT 203)

January 11, 2013 (F) 1:00-2:00 PM Instructional Coordinator/ECCFA Meeting F-203 (ICT 203)

January 16, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
January 30, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
February 13, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
February 27, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
March 13, 2013(W) 3:00-5:00 PM Senate Meeting C-120 (NOTE: Spring Break 3/25)  
April 3, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
April 17, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
May 1, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
May 15, 2013(W) 3:00-5:00 PM Senate Meeting C-120  
May 16, 2013 (R) Grading Day  
(NOTE: Classes end W 5/15)  
May 17, 2013 (F) Graduation  
May 20, 2013 (M) 8:00 AM Grades due