



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



ECCFA Senate Meeting
Wednesday, January 18, 2012
3:00 PM – 5:00 PM
UBC 103

- Call to Order:** Sarah Dye Luis Martinez
- Recognition of Visitors & Guests:** Sarah Dye Luis Martinez
Janelle Crowley, Chief HR Officer
- Secretary's Report:** Lori Clark
(December 14, 2011 Senate meeting minutes)
- Treasurer's Report:** Linda Hefferin
- President's Report:** Sarah Dye
- 1st Vice President's Report:** Luis Martinez
- 2nd Vice President's Report:** Dan Kocher
- 3rd Vice President's Report:** Cassandra Watson
- Committee Reports** (written reports at end of agenda)

ECCFA Officers	Sarah Dye, Luis Martinez, Dan Kocher, Cassandra Watson, Lori Clark, Linda Hefferin
Academic Computing	Dan Kocher & Mary Peterhans
Academic Policy	Dawn Munson & Jennifer McClure (Chair & Vice Chair)
Achieving the Dream	Linda Hefferin & Sarah Dye
Alliance for College Readiness	Tina Ballard
Amendments	Dan Kocher
Assessment	Eric Long
Board of Trustees (BOT) Finance Committee	Linda Hefferin
CETL	Carlen Vire-Smith
Communication Liaison	Gary Christenson
Committee on Political Education (COPE)	Ron Kowalczyk
Curriculum	Joe Rosenfeld
Distance Learning	Billie Barnett
Equity Action	George Rosa & Sandi Brown
Elections	Bill Demaree
Faculty Development	Beth Santell
Faculty Association Volunteers (FAV)	Rick Bonnom
Global & International Studies Taskforce (GIST)	David Burke
Grievance	Howard Russo & Sue Ford
Honors	Johanna Cummings
Humanities Center	David Burke

Insurance	Lynn Ducar
Learning Communities	Colleen Stribling
Multicultural & Global Initiatives (MAGIC)	Kim Tarver & Clark Hallpike
Membership	Connie Orbeta
Negotiations	Luis Martinez
Scholarship	Bev Augustine
Sentinel	Bill Demaree
Sick Bank	Ellie Swanson
Social Media	Jessica Carpenter
Strategic Planning	Liz McNulty & Sumitra Duggirala
Webmaster	Tammy Ray

Special Orders

- **Seeking a replacement from the SSCT Division to complete the Senate term of Gary Norden who has resigned because of personal conflicts. Please contact Sarah Dye immediately if you are interested in serving. Senate meets every other Wednesday, beginning this Wednesday in UBC 103.**

COPE

Old Business

New Business

- **Senate needs to choose the dates for the SP 2012 CCSSE survey:**

As you know, the Community College Survey of Student Engagement (CCSSE) was rescheduled from last spring to spring 2012. As done in 2009, our office will coordinate student and staff volunteers to bring the surveys to classroom sections sampled by CCSSE (approximately 75 sections) and facilitate the survey. The faculty member should be present to introduce the volunteer, but should leave the room during the survey time. With classes/labs 75 minutes and longer, the faculty will still have some time, either at the start or end of the meeting period, to conduct class business.

There are two options for the survey project window: before or after Spring Break. These windows would be March 7th – 21st (two weeks) or April 9th – 27th (three weeks). Once the sample is pulled by CCSSE (mid/late February), participating faculty will be notified, and they will select a class meeting period for the survey. Lisa Wiehle will compile the master schedule. They do not need to inform their students of the project ahead of time.

Please discuss these options with the Senate and let us know of the most desirable window by January 20th, 2012, if possible.

Marcy Thompson

- **Special AFT national Higher Education Conference, March 20 (10 AM) - April 1 (11:30 AM) at Sheraton Chicago Hotel & Tower (hotel reservation deadline March 5). Website details available soon at www.aft.org/yourwork/highered : Does Senate wish to allocate funds to send a representative to this conference?**
- **Seeking a new adjunct representative to serve on the college-wide Insurance Committee which next meets Friday January 27, 2:00-3:00 PM in SRC 234. The slot is to replace Vicki Walker whose schedule has changed this semester. For more information, contact Sarah Dye, Lynn Ducar, or Luis Martinez, the other ECCFA representatives to the committee. Please nominate someone (with permission) or nominate yourself as soon as possible for senate approval.**

Division Issues

Adjournment

Written Reports for January 18, 2012 Officers' Reports

Secretary's Report:

Lori Clark

Minutes for December 14, 2011, meeting sent to Senators by separate email

Treasurer's Report:

Linda Hefferin

Treasurer's report attached to end of final agenda (at the meeting)

President's Report:

Sarah Dye

Reminder for FT faculty from Jennifer Lorek, Benefits Specialist:

As a gentle reminder, professional development/expense reimbursement requests must be submitted no later than thirty (30) days following the end of the calendar year in which the expense was incurred.

Please be sure to submit your completed reimbursement requests for 2011 funds, including all required documentation, to your Dean's office no later than Monday, January 30, 2012. Expenses must be incurred on or before 12/31/11, but you have until 1/30/12 to turn in the paperwork. Any unused monies will not carry-over. Instead, they will be automatically deposited into the professional development and expense account with the Faculty Development Committee ("big pool" of funds).

A link to the professional development/expense form is provided below for your convenience.

<https://enet.elgin.edu/WorkArea/DownloadAsset.aspx?id=2358>

Professional Expense Reimbursement Request

2nd Reminder: The ECCFA Office has moved to ITR 146 for the SP 2012 and early SU 2012 semesters because of the remodeling that will take place in MSC starting as soon as this semester is over. We will then move permanently in June or July to space in the remodeled SRC 2nd floor when the old library was located. The SSECCA office will be located nearby too once the space is finished the second floor SRC remodel is complete. Faculty will need to have ECC parking permit tags in order to use the small parking lot on Fletcher Drive or the lot behind HBT. If you no longer have an ECC parking tag, then you can get one through your dean's office coordinator or from the ECC Police Department as I understand the system.

2nd Reminder from Tammy Few, Interim Chief Human Resources Officer:

As you know, pursuant to Article 6.17 (FT) and Article 8.8.3 (UAF), *"Lane change activities completed by December 31, and documented no later than February 15, shall be awarded on the salary schedule for that calendar year."*

However, due to some confusion surrounding deadlines for

submission of official transcripts for lane movement this past spring during negotiations, the Board has decided to allow an extension for submission of official transcripts to eligible ECCFA members according to the criteria and procedures outlined in the Faculty Development Handbook.

If you completed coursework by December 31, 2010, you have until December 31, 2011 to submit your official transcripts. Your pay will be retroactive to January 1, 2011. An official transcript is one that has been delivered unopened directly from the issuing institution. It must bear the institution's seal, appropriate signature and date. We also accept hand-delivered transcripts if they are delivered unopened in the original envelope and encrypted electronic transcripts. Transcripts received by any other method (photocopy, fax, etc.) are considered unofficial. Please contact Kathryn Skates in Human Resources, SRC 231B, x7402 to determine if your official transcripts have been received.

- 1st Vice President's Report:** **Luis Martinez**
No report
- 2nd Vice President's Report:** **Dan Kocher**
No report
- 3rd Vice President's Report:** **Cassandra Watson**
No report

Committee Reports

- Academic Policy:** **Dawn Munson (& Jennifer McClure)**
No report
- Academic Technology:** **Dan Kocher & Mary Peterhans**
No report
- Achieving the Dream:** **Linda Hefferin & Sarah Dye**
No report
- Alliance for College Readiness:** **Tina Ballard (sub for Alison Douglas)**
No report
- Amendments:** **Dan Kocher**
No report
- Assessment Committee:** **Eric Long**
No report
- BOT Finance Committee:** **Linda Hefferin**
No report

CETL Workshops:	Carlen Vire-Smith No report
Communication Liaison:	Gary Christenson No report
COPE:	Ron Kowalczyk
Curriculum:	Joe Rosenfeld No report
Distance Learning:	Billie Barnett No report
Elections:	Bill Demaree No report
Equity Action:	George Rosa & Sandi Brown No report
Faculty Development:	Beth Santell No report
FAVs	Rick Bonnom No report
GIST:	David Burke No report
Grievance:	Howard Russo & Sue Ford No report
Honors:	Johanna Cummings No report
Humanities Center:	David Burke No report
Insurance:	Lynn Ducar No report
Learning Communities (Steering):	Colleen Stribling No report
MAGIC:	Kim Tarver & Clark Hallpike No report

Negotiations: **Luis Martinez**
No report

Scholarship: **Bev Augustine**
No report

Membership: **Connie Orbeta (as of 12/14/11)**

Full time faculty 100% 143 Members 143 eligible	(18 non-members) 212 eligible
UA1s 52% (Spring 2011 - 61%) 89 Members (83 non-members) 172 eligible	INAs 14 3 Members
UA2s 91% (Spring 2011 - 89%) 194 Members	Total signed members 426 (Spring 2011 – 430 members) Total 527 - Faculty eligible

Sentinel: **Bill Demaree**

Remaining Sentinel Dates for 2012

Due Date	Publication Date
Mon., 13 Feb. 2012	Wed., 15 Feb. 2012
Mon., 12 March 2012	Thurs., 15 March 2012
Thurs., 12 April 2012	Mon., 16 April 2012
Thurs., 10 May 2012	Mon., 14 May 2012

Sick Bank: **Ellie Swanson**
No report

Social Media **Jessica Carpenter**
No report

Strategic Planning Committee: **Elizabeth McNulty**
No report

Webmaster: **Tammy Ray**
No report

Working Relations Task Force **Mary Arndt, Elizabeth Becker, John Slawson, Rachael Tecza**
No report

Attachments to the electronic copy of Senate agenda or handouts available at the Senate meeting on Wednesday:

1. Treasurer's report