



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



ECCFA Senate Meeting
Wednesday, March 14, 2012
3:00 PM – 5:00 PM
Room C-120

[Note: venue changed to the new ECC library]

- Call to Order:** Sarah Dye
Recognition of Visitors & Guests: Sarah Dye
Secretary’s Report: Lori Clark
 (February 29, 2012 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
Academic Policy	Dawn Munson & Jennifer McClure (Chair & Vice Chair)
Achieving the Dream	Linda Hefferin & Sarah Dye
Alliance for College Readiness	Alison Douglas
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 (could be treated as a consent agenda)

COPE

Old Business

- **Still seeking an additional adjunct representative to serve on the college-wide Insurance Committee** which next meets on Friday, March 23, 2012, 2:00 – 3:00 PM. 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.

New Business

- **Requesting Senate approval of the ECCFA's participation in the PB&Jam on May 2, 2012** (Rick Bonnom)
- **AFT Annual Convention** (Sarah Dye)
- **Invitation to 2-3 ECCFA members to attend a Communication Training Conference offered by Cook County College Teachers Local 1600 on Saturday, April 14, 2012, 8:00 AM – 12:30 PM in Westmont at the IFT Offices at no charge** (Sarah Dye)

Division Issues

Adjournment

Written Reports for March 14, 2012 Officers' Reports

Secretary's Report:

Lori Clark

Minutes for February 29, 2012, 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

- At the request of the members of the Negotiation Team working on the Heavy/Light Lab issue, I sent an email on Monday to all Instructional Coordinators reminding them to fill out the form attached to that email and send it back to Elaine Reid in the VP of TLSL's office **by the extended deadline of April 2, 2012**. The information is necessary for our negotiators to complete their work so that ICs will get paid correctly during the next academic year.
- **Process for acquiring an ECC library card and related comments.**
 - ✓ Thank you to Dr. Mi Hu for clarifying the process for faculty members.
 - ✓ Community members will need to show personal ID, such as a driver's license and fill out the library form (for our record) at the desk. Then a library card will be issued.
 - ✓ For ECC staff P/T and F/T), they can obtain a library card during their new employee orientation session. For people who missed the orientation and come to the library for a card, they need to either show a driver's license or other photo ID and fill out the form indicating they are staff **or** provide their ECC employee ID number (we all have one in order to access ECC and do eTime) and fill out the form checking the staff box. Library staff can find employees in the system.
 - ✓ Sarah Dye's Comments: Although many of us move around campus without our purses, wallets, or briefcases, we faculty need to remember that the college has over 1000 employees and operates as a business and thus has a right to request some form of identification. Sometimes members of the ECC Police Department will even ask a faculty member for ID when they are following up in the course of their jobs. So we should not be offended when asked to identify ourselves in an official manner.
- **2012 Great Lakes ULI: Take Note and Save the Date**

I am trying to get the course schedule from the IFT. When it becomes available, the course offerings, the ECCFA internal application, and the Great Lakes application will be attached to the Senate agenda so watch this spot for further info. This year's four-day Great Lakes Union Leadership Institute (ULI) will be held **June 18-22, 2012**, several weeks earlier than in past years. This popular training and leadership development program will again be held at Pheasant Run Resort in St.

Charles, III. and is co-sponsored by the IFT and the American Federation of Teachers. Mark your calendar now for **June 18-22**.

1st Vice President's Report:

Luis Martinez

No report

2nd Vice President's Report:

Dan Kocher

Looking forward to the release of the Summer School and Fall Class assignments schedules on March 19th. Hopeful that the new Appendix C-5 Load Assignment Protocol has resulted in many more adjunct assignments being resolved prior to the schedule being released.

3rd Vice President's Report:

Cassandra Watson

No report

Committee Reports

Academic Policy:

Dawn Munson (& Jennifer McClure)

Marcy Thompson, Jennifer McClure and Dawn Munson have been meeting to discuss Bylaws, Operating Procedures and Flow of Procedures from the APC to Cabinet.

Academic Technology:

Dan Kocher

The next Academic Technology Committee meeting is scheduled for Friday, March 16th. The topics to be addressed include electronic textbooks and continuation of the smartboard investigation.

Achieving the Dream:

Linda Hefferin & Sarah Dye

Mark your calendars and watch for your invitation from VP DiGerlando to a special AtD event: **Celebrate Student Success! on Thursday, April 12, 2011, from 3:00pm to 5:00pm.** Our AtD Coaches will be on campus then.

Achieving the Dream (AtD) Reports from the "Front," aka the AtD D.R.E.A.M. Conference

Dallas, Texas, February 27 - March 2, 2012

Sara Baker, Student Success Courses Workgroup Co-Chair and COL 101 Instructional Coordinator: I was especially interested in learning about what other schools are doing with required student success courses like our Col 101. The Community College of Baltimore County has done some very interesting things in terms of scaling up their one-credit required course to include academic advising, learning cohorts for students in specific majors, and technology training for students. I will definitely be in contact with the faculty at CCBC to see how some of their strategies can positively impact our own COL 101 students.

Rose DiGerlando, VP of Teaching, Learning and Student Development: "Don't make change incremental, make it transformative." Scaling up is important, but it also has to make an impact. The other comment found to be of great significance is, "Student success should be at the heart of everything we do." Whether it's developing new programs or curriculum, designing and building new facilities on campus, etc., every department in the college must always keep that in mind.

Sarah Dye, AtD Lead Co-Chair: In a pre-conference workshop, representatives from the Community College of Baltimore County (MD) and Chabot College (CA) advocated adopting a New Developmental Education philosophy because at least 60% of students nationwide need remediation upon enrolling at community colleges. This new philosophy is characterized by acceleration of the developmental sequence of courses in English, reading, and/or math. Through their AtD data

collection and research, the two colleges recognized this need and created their own unique Accelerated Learning Programs (now a national movement) which include reduced exit points (i.e., those multiple points in the sequence at which students can fail and drop out), contextualized courses in which new ideas are connected to students' prior learning, and in class support which includes advising, tutoring, supplemental instruction, etc.

Phil Garber, AtD Lead Co-Chair: In the morning session on *Show Me the Money*, and in the Share Fair conversations with other schools, I learned about the importance of evaluation. Since joining Achieving the Dream in 2009, ECC has spent a great deal of time piloting various strategies in several important areas (e.g., academic advising, developmental education, culture and relationships, etc.) but comparatively little time outlining processes for prioritizing these efforts. As a college with limited funds, we must always be mindful of resources and budgets, and so, as we come upon our third year in the AtD organization, now would be an ideal time to step back and think about our evaluation efforts.

The session on *Getting the Cart Before the Horse* urged AtD schools to define criteria and parameters and to create flowcharts, logic models, checklists, rating scales, rubrics and/or other tools to evaluate their efforts. Applying this same idea to ECC, our own AtD Steering Committee, Review Team, data rangers and others might begin creating evaluation tools so that we can prioritize when, where, and how to invest.

Linda Hefferin, AtD Lead Co-Chair: A large number of students accumulate significant number of credits, yet do not complete or transfer and are no longer enrolled after five years. Identifying these students and determining their reasons for leaving the institution without earning credentials or transferring could help to devise strategies and programs that might help some of these students reach outcomes.

Given enough time, developmental students who make it into college-level courses have successful rates not significantly different than non-developmental students' outcomes.

As expected, students who do not require developmental education had higher completion and transfer rates than their counterparts who required developmental education. Therefore, in order to increase completion rates it is recommended to support students through developmental education as quickly as possible.

Amy Perrin, Academic Advising Workgroup Co-Chair: Watching Zane State College receive the Lumina Foundation's "Leah Award" for institutional transformation was an inspiring moment. As the College President accepted the award, he humbly stated that the real winners are

the students and that student success is at the heart of everything we do.

There was a genuine sense of comradery among the 1,500 plus attendees at the first night's opening session. We are all gathered here for a common purpose and a common goal, and that's exciting.

I move that ECC should stand for Everyone Can Complete.

George Rosa and Sandi Brown, Cultural Competency & Relationships Workgroup Co-Chairs: Overall the AtD conference has been exciting and inspiring. Although the theme of the conference is equity and excellence, we feel there is still a strong need for topics related to diversity, inclusion, and equity. We feel the Equity Journey that ECC has embarked on would be informative, helpful and much needed at this and future conferences. We attended a pre-conference workshop on conducting focus groups for men of color and a lot of the conversations focused on equity and inclusion. Colleagues participating in this session wanted to hear more of the work we are doing at ECC. This is why we feel invigorated to resubmit the Equity Action Team's proposal for next year's conference.

Additionally, we participated in a community engagement & outreach workshop with the hopes of gaining valuable insights that would assist our Community Engagement Equity Council. To our surprise we found ourselves leading the discussions on this effort. We were pleased to find that other community colleges had so much interest in the work we are doing which has provided us with additional networking/collaboratives.

Manuel Salgado, Academic Advising Workgroup Co-Chair: In today's events the session that stood out was a college that is maximizing its resources to promote a robust learning community culture including training on pedagogy, inclusion of adjunct faculty, college success courses, and integration of student services in the 'cluster'. In addition, the way they get around the limit in credits for vocational programs is by integrating/infusing the college success content into an introductory course. This is an initiative from Bunker Hill Community College in Boston, MA.

Marcy Thompson, AtD Lead Co-Chair: During the plenary, "Lessons from Leader College Presidents," all representatives gave brief highlights of their successful strategies for their institutions. What is interesting is that each college president had something different to share. Not all strategies are the same and not all strategies look alike. Some of the statements that I found interesting follow:

- Optional to mandatory takes a long time.
 - › This statement made me realize that as we implement new processes, the results will not be immediate. In order to make a significant impact, we need to make significant change and that will need to happen over a period of time.

- Equity does not mean equality - the situation defines the nature of the response.
 - › This statement in particular impacts what we are dealing with at Elgin. When identifying strategies it is important to remember that "one size does NOT fit all".
- How do we get the same acute vision of the barriers that we have identified for physical disabilities?
 - › This statement also caught my attention because it made me realize that all of this hard work will eventually pay off and our students will benefit from the results.

Many of the leader colleges represented on the panel have been involved with AtD since 2003-2004; so they truly do have a lot to share regarding their lessons learned. ECC's workgroups have implemented some wonderful things as a result of AtD and those results need to be celebrated and shared amongst the college community. This conference justifies all of the hard work and dedication of the workgroups co-chairs and their members.

Carol Szabo, Developmental Education Workgroup Co-Chair:

Something that caught my attention at the Wednesday morning plenary was the presentation of Chancellor Steven Murray from Phillips Community College of the University of Arkansas. The students at his school face extreme poverty, equity issues, and success issues. In discussing work plans for these hurdles, the committee reads books such as Carson McCuller's *The Heart is a Lonely Hunter* and uses such books as a jump start for conversation. The use of literature as a basis for discussion is an interesting and unique approach which gives varied perspectives and at the same time recognizes universal concerns. Reading can be eye opening!

Mary Ann Tuerk, Developmental Education Workgroup Co-Chair: From individual conversations with attendees and small sessions: I am feeling good about what we are doing at ECC via Achieving the Dream. The strategies we are trying are solid and shared by many other schools; the challenges we are facing are likewise similar to the experiences of others. I am struck that we are fortunate to have more resources and support than many other institutions.

From the plenary session this morning, I was very impressed by the video shown with the remarks by Dr. Dodson at Brazosport College. It reiterated why "the equity lens" is so important for all our efforts. I recommend viewing it by all ECC AtD stakeholders.

One of our workgroup co-chairs, **Roger Ramey**, Student Success Courses Workgroup Co-Chair, was unable to join us in Dallas this year because of another professional conference responsibility.

A final note: As with the other two AtD conferences we have attended since our acceptance in 2009 by this important national initiative on Student Success, we return to our campus with new ideas and renewed enthusiasm for bringing our own strategies to successful scale on our campus. Scaling up is the main expectation of AtD and our two coaches, Dr. Linda Watkins and Dr. Luzelma Canales.

Alliance for College Readiness: Alison Douglas

On March 15th, the STEPS Team of the Alliance for College Readiness will host 120 high school seniors from six District 509 high schools for a day-long workshop entitled “Maximize your Potential with College and Career Planning.” Starting with a “Welcome to College” presentation by ISAC, students’ day will focus on core messages for post-secondary success including placement testing and career readiness.

On March 21, The Alliance for College Readiness will host 25 middle school, high school and college science faculty for a workshop focused on increasing students’ literacy skills in science courses. The workshop, which will be co-facilitated by ECC reading faculty Tina Ballard and Ruby Sanny, was developed by a team of reading specialists from seven community college and NIU. Each college will host a workshop focused on a specific content area (Math, Science, or CTE) and all workshop participants will reconvene for a mini-conference on April 26th, also at ECC.

The Math team continues to work on development of 4th year math curriculum for high school students. After creating the framework for the curriculum, the team will turn the work over to a team of 11 high school and post-secondary math faculty who will finalize the curriculum during the summer. Summer team members will earn \$1200 stipends. Math faculty interested in these opportunities should contact Alison Douglas.

Faculty positions for the Summer Bridge will be open for application soon.

Amendments: Dan Kocher
No report

Assessment Committee: Eric Long
SLAAC (assessment committee) would like to ask you for your assistance. This year, as part of our ongoing general education outcomes assessment, we are assessing student writing across the curriculum and would like your help in attaining the necessary data:

- 1) We are asking for student writing from any discipline provided that the assignment is at least 2-3 pages long (500 words) and completed during the 2011-12 academic year.
- 2) You do not need to alter your assignment in any way to assist with this project; time commitment is minimal!
- 3) This project is voluntary, faculty initiated, and will ensure complete student/faculty privacy.

To volunteer and help SLAAC make this project as easy as possible

for you, please respond to this very brief survey:

<https://www.surveymonkey.com/s/MW9Q3RJ> We will then send you additional directions.

- 4) For additional questions, please contact Eric Long (SLAAC Chair) at elong@elgin.edu.

BOT Finance Committee:

Linda Hefferin

The District 509 Finance Committee met Monday, March 12. Orders of business included the internal audit of FY11 scholarships. In addition, business plans for auxiliary enterprise units were presented. A recommendation will go to the BOT at its next meeting for a \$6 increase in tuition effective Summer 2012, setting tuition at \$105 per semester credit hour. The Finance Department was recognized for maintaining its Aaa bond rating from Moody's, which is the highest rating available.

CETL Workshops:

Carlen Vire-Smith

Fri 3/16/2012 10 AM- Noon **Free and Inexpensive i-Pad Apps for the Classroom (CFD 200-103)**

Communication Liaison:

Gary Christenson

No report

COPE:

Ron Kowalczyk

- Rich in Senator Noland's office confirmed the Senator will meet with the ECCFA Senate on April 4, 2012 at 3:30p. This is the only date he is not in Springfield.
- Return of Residual Campaign Funds – THIRD AND FINAL REQUEST sent by certified letter to the candidate the ECCFA endorsed last year.

Curriculum:

Joe Rosenfeld

No report

Distance Learning:

Billie Barnett

Attention: Online Faculty

The Faculty Peer Mentor Program has room for only ONE more online class this semester. Won't you consider participating in this program? If you have questions or are interested in participating, contact Billie Barnett at bbarnett@elgin.edu.

Elections:

Bill Demaree

No report

Equity Action:

George Rosa & Sandi Brown

No report

Faculty Development:**Beth Santell**

No report

FAVs**Rick Bonnom**

Request of Senate to approve the ECCFA FAVs participation in the upcoming PB&Jam event. See New Business.

GIST:**David Burke**

No report

Grievance:**Howard Russo & Sue Ford****Longevity step/ SURS:**

Howard's research revealed that, in fact, HR and Payroll are correct in making the SURS adjustment to the pay of those receiving a longevity stipend. We are going to contact those people directly with the specific information.

Please see attached to the end of this Senate agenda a sample of the letter each recipient receives from Payroll to make necessary choices about the money. It also explains what the adjustment consists of.

Although the dollars are not reflected in the gross pay on the pay advice, they are counted as creditable income by SURS (the total earned that goes into figuring the monthly pension amount). Credible earnings translates to a higher retirement, which is a good thing.

Honors:**Johanna Cummings**

The Honors Committee will meet on March 12. A report will follow.

Humanities Center:**David Burke**

No report

Insurance:**Lynn Ducar**

No report

Learning Communities (Steering): Colleen Stribling

No report

Membership:**Connie Orbeta****ECCFA Membership Report for Spring Semester 2012**

Full time faculty 100%	UA1s 44%	UA2s 90%	INAs
143 Members	76 Members	201 Members	20
143 eligible	(94 non-members)	(21 non-members)	6 Members
	170 eligible	222 eligible	

Total signed members 420-Spring 2012 (Fall 2011 – 426 members)**Total 536 - Faculty eligible****MAGIC:****Kim Tarver & Clark Hallpike**

1. MAGIC will host an open meeting monthly, to be held the first Monday of each month, 3:00-4:30, ICT 203. The open meeting is reserved for

dedicated learning experiences. Students, faculty, administrators, staff & community members are welcome.

1. MAGIC members are invited to attend a planning meeting the 3rd Monday of each month. This meeting is closed to members planning and participating in specific initiatives.
2. MAGIC is supporting and/or providing the following experiences during the remainder of the semester-
 - a. Book Discussion: The Battle Hymn of the Tiger Mother, facilitated by Mi Hu & Sharon Baker, April 2, 3:00-4:30 ICT 203
 - b. Embracing Culture's on Campus Conference April 19, speaker Lee Mun Wah
3. MAGIC is encouraging attendance at the following external events-
 - a. 2012 Midwest Institute for International/Intercultural Education Annual Conference St. Louis Community College, 3/30-3/31
4. Future event planning
 - a. Film- Abused, The Postville Raids
 - b. Frederick Gooding- The Minority Reporter

Negotiations: **Luis Martinez**
No report

Scholarship: **Bev Augustine**
No report

Sentinel: **Bill Demaree**

Remaining Sentinel Dates for 2012

Due Date	Publication Date
Mon., 12 March 2012	Mon., 19 March 2012 (rev.)
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**
- 2. Payroll letter concerning SURS/Longevity payment**

December 21, 2011

Dear Howard Russo :

I am pleased to confirm that you are eligible for the 2011 disbursement of the Longevity Step as provided in Article VI, Section 6.19 of the ECCFA contract dated January 1, 2011 through December 31, 2013, which states:

6.19 Longevity Step.

A. Faculty who have remained for one (1) year in lane ten (X), on step 20 of the salary schedule, shall receive a \$1,500.00 employer contribution to their 403(b) account annually; or 457(b) account, if available, with all related costs being borne by the 457(b) plan participants.

B. Faculty who remained for one (1) year in lanes one (I) through ten (X) in the final step of their designated lane on the salary schedule, shall receive a \$1,000.00 employer contribution to their 403(b) account annually; or 457(b) account, if available, with all related costs being borne by the 457(b) plan participants. However, the faculty member may have the option in lieu of the \$1,000.00 contribution above, to receive a \$1,000.00 payment subject to federal and state taxes (signed election form is required).

This benefit is scheduled to be distributed on the February 3, 2012 payroll. Since a 403(b) employer contribution is considered a deferred compensation payment, it is subject to an 8% SURS retirement contribution, 0.5% SURS health contribution and 1.45% Medicare tax withholding. Although the employer contribution will not appear on your actual paycheck stub, you will see an increase in withholdings on your February 3rd payroll.

To ensure your benefit is processed on the February 3, 2012 payroll, all of the following steps must be completed no later than January 24, 2012:

- First, open a 403(b) account with one of the approved vendors of the Elgin Community College 403(b) Plan. Enclosed you will find information on the approved vendors, along with the contact information for the sales representatives. It is the employee's responsibility to establish the 403(b) account - ECC cannot do so.
- Next, submit the *Elective Deferral and Vendor Election Form* (copy enclosed) to CPI-Common Remitter Services via fax, email or mail as indicated at the bottom of the instruction page of the form.
- Complete the enclosed *Longevity Step Payment Election Form* and return it to the Payroll office.

Detailed information about the Elgin Community College 403(b) Plan is available on the Human Resources-Benefits page of eNet (<http://enot.elgin.edu/hr.aspx>) and in the literature rack located in the Human Resources reception area on the second floor of SRC.

If you have any questions about this matter, please feel free to contact me at 847-214-7125.

Regards,

COPY
Whitney Kurlin
Director of Employee Benefits