

Wednesday, October 9, 2013

SENATE MEETING AGENDA
3:00 PM – 5:00 PM, ROOM C-120

Call to Order at - Luis Martinez, ECCFA President

ROLL CALL

LAUREN ANDERKO, RICK BONNOM, MICHELE BRYNELSEN, JESSICA CARPENTER, MARY ELFRING CINDY HUTMAN, DAN KOCHER, DAVID LAWRENCE, MARCIA LUPTAK, CHRISTINA MARROCCO, LUIS MARTINEZ, LORETTA MCCALLISTER, GARY NORDEN, PATRICIA O'BRIEN, MARY O'SULLIVAN, JOEL PECK, WARREN PETO, ROGER RAMEY, DAVID REICH HOWARD RUSSO, ALISA SMITH-RIEL, ELEANOR SWANSON, KIMBERLY TARVER, CATHY TOMASIK, BAUDELAIRE ULYSSE, SCOTT VASZILY, CASSANDRA WATSON, JESSICA WEDEMEYER, TAMMY RAY (WEB MASTER)

RECOGNITION OF VISITORS & GUESTS

Lynnette Scalucca, IFT Rep

Clark Hallpike

1. The Foundation Campaign – Katherine Sawyer at the Foundation asked me what could I do to help this year's campaign. I said that I would talk to the Senate and bring donation forms
2. I am on the Diverse Recruitment and Retention Task Force of the Student Success Infrastructure, and we have no faculty on the committee. I would like to encourage faculty to be a part of it
3. This summer several members of the faculty – perhaps 15 attended a five day Academy for College Excellence conference on campus. There will be additional activities related to this program. I would like to mention these activities at the meeting

REPORTS – Written Reports submitted are included at the end of the agenda.

SECRETARY'S REPORT: KIM TARVER

APPROVAL OF MINUTES

TREASURER'S REPORT: GARY NORDEN

The Audit Committee (Cindy Hutman, Dave Packard, and Dan Kocher) of the Elgin Community College Faculty Association (ECCFA) met on September 26th and reviewed the financial statements for 2012-2013. All year-end records balance, and the books are in order. A copy of the audit letter is included at the end of the agenda.

PRESIDENT'S REPORT: LUIS MARTINEZ

- Concern about the ECCFA standing committees not submitted reports to the senate has been brought to my attention. Requests are sent out by ECCFA secretary, Kim Tarver, prior to every senate meeting. We will need to meet with committee chairs to coordinate committee reports every in the most effective and efficient way.
- Questions about displaying ECCFA UNITY signs on doors. I will defer the answer to that question to our Chief Negotiator, Howard Russo.
- Faculty have inquired about ECCFA spirit wear.

- ECCFA continues to support student success in all ways possible. Very proud of our ECCFA endowed scholarship. Thanks to all the ECCFA members for their contribution to the scholarship

1ST VICE PRESIDENT'S REPORT: HOWARD RUSSO

Just a friendly reminder that midterm grades are due, starting next week (Oct. 14th) for traditional 16 week courses. I know time has just whizzed by. I have included a link so that you can find the exact date you grades are due. <http://elgin.edu/faculty.aspx?id=5988>

2ND VICE PRESIDENT'S REPORT: MARCIA LUPTAK

3RD VICE PRESIDENT'S REPORT: CASSANDRA WATSON

COMMITTEE REPORTS - (refer to reports submitted included on the agenda)

- COPE: Joyce Fountain

Elections and Committees

The motion to approve funding for filing arbitration and legal fees, requested by Howard Russo and seconded by Cindy Hutman has been approved.

The following may be considered as consent agenda:

1. Dean Jeff Boyd requests David Carillo, Laurel Vietzen and Sharon Baker (MAGIC rep) to serve on the Paralegal Search Committee.
2. Dean Jeff Boyd requests a faculty nomination for the CIS Search Committee.
3. Approval of Dawn Munson as ECCFA representative to serve on Administrative Procedure Review team
4. Approval of the following faculty members to serve on the MOOCS exploratory committee: Cindy Hutman, Jessica Carpenter, Kim Tarver, Keith Lewis, Glen Earl, Stacy Shah, Nicole Scherger and Jeanne Anderson.

OLD BUSINESS

NEW BUSINESS

- IFT Union Leadership Institute (See applications and course descriptions at end of the agenda.)

DIVISION ISSUES

ADJOURNMENT

NEXT MEETING: October 23, 2013

ECCFA Important Dates

November 6, ECCFA Senate, Library C-120, 3:00-5:00 PM
November 20, ECCFA Senate, Library C-120, 3:00-5:00 PM
November 28, Thanksgiving Holiday
December 4, ECCFA Senate, Library C-120, 3:00-5:00 PM
(Note: Classes End Thursday, December 12)
December 13, Grading Day & Graduation
December 16, Grades Due by 8:00 AM

Midterm Dates & Withdrawal Dates: elgin.edu/withdraw

COMMITTEE REPORTS

Academic Technology

SPRING 2014 MS Office 2013: Microsoft Office 2013 campus-wide deployment is scheduled for the start of the 2014 spring semester. Visit Microsoft's resources for a first look at MS Office 2013 features and to take advantage of the online training for the 2013 applications.

Online training opportunities for Microsoft Office 2013 applications are available-

1. On Microsoft's website via the following link: <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>.
2. On Information Technology's Departmental webpage located on eNet > DEPARTMENTS & SERVICES > Information Technology > Training and How To's > Microsoft Office Suite > Microsoft Office Suite 2010 Online Training > Microsoft 2010 Online Training this is also link to Microsoft's Office 2013 website.
3. Human Resources offer Office Productivity Software e-learning opportunities for all ECC employees that also include various MS Office suites and much more. If you are interested just send an email to HRTrainingRegistration@elgin.edu to get registered.

The Microsoft Office Work-at-Home media is slated to be available in the Bookstore by November 4, 2013. The Work-at-Home media is available to Elgin Community College employees with full and part-time status (all employees with Contingent, Seasonal, Student Worker, Temporary or Tutor status are excluded from this Microsoft licensing agreement).

The procedures to obtain your Work-at-Home media will stay the same; the Work at Home Acceptance Form can be found on eNet under IT's **[Dept. Home](#)** » **[IT Forms](#)** or **[Forms Home](#)** » **[By Department](#)** » **[Information Technology Forms](#)** » **[Work at Home Acceptance Form for Microsoft Office Suite](#)**.

Annual ECC Campus Giving Campaign (Kimberly Tarver)

The committee has met several times preparing for the kick-off event and multiple media streams including email. Our goal is to simply focus on increasing participation, one donor at a time. Every single dollar contributed makes a big difference in the lives of our students!

Curriculum Committee (summary of meeting actions)

Welding Fabrication Technology, AAS – Updating list of Electives; Welding, VS – Updating list of Electives; Arc Welding, BVS – Curriculum Change; MIG Welding, BVS – Curriculum Change; Welding, BVS – Curriculum Change; WEL 102 Welding II – Prerequisite Change; WEL 208 Welding III – Prerequisite Change; WEL 218 Arc Welder Qualification – Credit/Contact Hours, Prerequisite and Repeatability Change; WEL 220 MIG Welder Qualification – Credit/Contact Hours, Prerequisite and Repeatability Change –Approval was unanimous.

NCLEX-RN Remedial Certificate, BVS – Certificate Withdrawal and NUR 150 Nursing Transition – Course Withdrawal – Approval was unanimous.

APS 211 Earth Science – Course Number Change to APS 101 –Approval was unanimous.

MTH 126 Calculus for Business/Social Science – Outline and Outcomes Changes –Approval was unanimous.

New Business - Election of Chair – Linda nominated Joe Rosenfeld for the Chair. Approval was unanimous.

ICCFA Conference

Registration continues through October 4th for the 2013 Illinois Community College Faculty Association (ICCFA) Teaching and Learning Conference. This in-state conference offers over 25 cutting-edge sessions on pedagogy, assessment, technology, pensions, new faculty tips, adjunct issues, Affordable Care Act, and many other community college topics....and for a great price!

Register for the conference today! Teaching and Learning Conference

Registration<<http://iccbdsrv.iccb.org/iccfa/registration.cfm>> The conference will be held October 10 & 11th, at the Crowne Plaza Hotel in Springfield, IL. Please see www.iccfa.org<<http://www.iccfa.org>> for more information and details.

Registration includes Thursday evening round-table discussions with hearty appetizers, Friday hot breakfast, concurrent sessions, lunch, and a closing ice cream social with raffle prizes. Up to 10 CPDUs can be earned from attendance.

MAGIC (Kim Tarver & Clark Hallpike)

Defamation, The Play will be presented on October 15, 12:30-2:00 in Spartan Auditorium. All are invited.

Color Blind: Rethinking Race will be viewed and discussed at the Dinner Dialogue on October 23, 5:30-9:00. Attendees must RSVP to Kim Tarver. Credit is available by registering for CFD 400-307.

Sentinel (Lori Clark) The Sentinel deadline being Thursday, October 10, and it will be published on October 14.

October 9, 2013

To whom it may concern:

The ECCFA audit team has reviewed the financial transactions and the related financial statements for ECCFA for the fiscal year ending August 31, 2013.

During our review, each transaction and all the related supporting documentation was examined to verify that it was a valid transaction and was properly recorded and classified. We found no errors or irregularities and believe that resulting financial statements fairly represent the financial transactions for the twelve months ending August 31, 2013, in all material respects.

Sincerely,

A handwritten signature in black ink that reads "David K. Packard". The signature is written in a cursive style with a large, stylized 'D' and 'P'.

David K. Packard, CMA, MBA



A Union of Professionals

Union Leadership Institute

2013-14 UNION LEADERSHIP INSTITUTE COURSE DESCRIPTIONS

COURSES PRESENTED OVER THREE WEEKEND SESSIONS:

NOVEMBER 9-10, 2013, FEBRUARY 8-9, 2014 AND APRIL 26-27, 2014

Participants **must attend all three** weekend-sessions to complete these courses. Classes will run from 9 a.m. until 4 on Saturday and from 9 a.m. until noon on Sunday.

➤ **EMPOWERING MEMBERS THROUGH COMMUNITY AND POLITICAL ENGAGEMENT**

The work of advancing the profession cannot be done alone. A local's commitment to real community and political engagement is essential in gaining support for public employees. Participants in this course will explore ways to actively seek out and collaborate with community based and political organizations and will learn how to craft a pro-labor message that can be shared with a broader audience, including:

- Identifying and building alliances within the community;
- Initiating steps to develop and implement a long term community and political engagement plan;
- Engaging members around local, state and national referendums and issues
- Activating Local Action for Statewide Results (LASR) and Activists for Congressional Education (ACE) programs.

➤ **GRIEVANCE ADMINISTRATION** (Additional \$24 material fee)

If thoughts of grievances cause you to panic, take this course and relax. You will learn to:

- Separate gripes from grievances;
- Develop grievance investigation and research skills;
- Take problem-solving approaches to settlement;
- Write, prepare and present grievances.

➤ **INTRODUCTION TO COLLECTIVE BARGAINING**

Designed for those with little or no bargaining experience, this course helps you understand how and why negotiations works and teaches you how to participate actively in the bargaining process.

- Develop surveys to generate negotiation proposals;
- Learn the different stages in a negotiation;
- Learn what makes the negotiation team work well together;
- Learn how the mediation process works.

➤ **UNION LEADERSHIP DEVELOPMENT**

Being a union leader in today's economic and political climate can be challenging. This course will help new and experienced leaders be more effective in their roles. You will learn to:

- Recognize different leadership styles;
- Understand constructive vs. destructive leadership behaviors;
- Empower and motivate others to be active in the union;
- Learn how to run a union meeting.

Single-weekend ULI courses continued on next page



A Union of Professionals

Union Leadership Institute

ULI SINGLE-WEEKEND COURSES

COURSES ARE COMPLETED WITHIN A SINGLE WEEKEND SESSION

▶ GETTING STARTED WITH IFTWEB

FEBRUARY 8-9, 2014

If your local or council hasn't started a website, it's time to join the digital revolution! It may seem a daunting task, but IFT makes it easy. Take the one-weekend course "Getting Started with IFTWeb" to find out how simple it is to create and maintain a great union website.

ULI is once again offering this popular, hands-on workshop for local and council website administrators who want to create a new, easy-to-use, FREE IFTWeb template-based site using the Content Management System (CMS).

Completion of this course is required for anyone who wants to use the IFTWeb CMS. Participants will learn how to customize their navigation, create pages, news items and events, and add photos, video, and links within one of the IFT templates. In just two days you will create an attractive, informative website and learn the simple skills needed to manage it.

Course registration is limited to two members per local or council to ensure all participants get personal attention. We strongly recommend that those responsible for maintaining the site in your local or council be given priority to register.

▶ MESSAGING AND SOCIAL MEDIA

APRIL 26-27, 2014

The key to effective communication is developing a simple, persuasive message, and repeating it... A lot! Whether you're speaking to the media, members, or your community, there are basic guidelines you can follow to make sure you are heard.

In "Messaging and Social Media," participants will learn first how to develop successful messaging, format it for different purposes (newsletter, talking points, etc.), and connect with various audiences.

With more than 72% of adults using social media sites and smartphone use dramatically rising, social networking is quickly becoming one of the most effective communication tools available. You'll learn how to set-up accounts on the most popular platforms (Facebook, Twitter, Pinterest) and discover how to harness the power of this technology to increase member involvement, educate the public, and strengthen your union.

Don't miss this fun, informative workshop designed to help you engage your members and the public in conversation and action!

Space is limited. We strongly recommend that those responsible for maintaining social media or designing materials for your local or council be given priority to register.



2013-14 IFT ULI NORTH REGISTRATION

Photocopy registration form as needed to submit one for each participant

1 PARTICIPANT INFORMATION
(Please print or type)

Name _____
Address _____
City/State/Zip _____
Daytime Phone _____ Evening Phone _____
Fax Number _____ Email Address _____

2 LOCAL INFORMATION

Local # _____ Local President Signature _____
IMPORTANT: Registrations will not be processed unless authorized by local

3 COURSE SELECTION - Please indicate 1st and 2nd choice for workshops

THREE-WEEKEND SESSIONS

SINGLE-WEEKEND SESSIONS

- | | |
|--|--|
| <input type="checkbox"/> Building a Political Powerhouse | <input type="checkbox"/> Effective Union Communications –
Getting Started with IFTWeb – Winter – Feb. 8-9, 2014 |
| <input type="checkbox"/> Grievance Administration <i>(Add \$24 for text)</i> | <input type="checkbox"/> Effective Union Communications –
Messaging and Social Media – Spring – April 26-27, 2014 |
| <input type="checkbox"/> Introduction to Collective Bargaining | |
| <input type="checkbox"/> Union Leadership Skills | |

4 HOTEL ACCOMODATIONS – DoubleTree Hotel – Oak Brook, IL
For planning purposes, please indicate your preferred room accommodations for each of the 3 ULI sessions. You will have an opportunity to modify your request if your plans change. Select "Registration only" if a hotel room is not needed during the ULI weekend.

Fall: Nov. 9-10, 2013	Winter 2: Feb. 8-9, 2014	Spring: April 26-27, 2014
___ Single, 1 night	___ Single, 1 night	___ Single, 1 night
___ Single, 2 nights	___ Single, 2 nights	___ Single, 2 nights
___ Double, 1 night	___ Double, 1 night	___ Double, 1 night
___ Double, 2 nights	___ Double, 2 nights	___ Double, 2 nights
___ Registration only	___ Registration only	___ Registration only

Roommate for Double Room accommodation: _____
(For Double room rate, roommate must be a registered ULI participant)
Do you require any special rooming accommodations? Yes No
If yes, please specify _____

5 DIETARY RESTRICTIONS

Do you have any dietary restrictions? Yes No
If yes, please specify _____

Continued on next page



Illinois Federation of Teachers
 Robert M. Healey Center
 500 Oakmont Lane, Westmont, IL 60559
 Phone 630/468-4080 • Fax 630/468-4089

ULI Fall Session (November 9-10, 2013) Registration Fees

Participant Name: _____

Course Selection (first choice):

Building a Political Powerhouse (\$90) Grievance Administration (\$114; includes \$24 materials fee)

Introduction to Collective Bargaining (\$90) Union Leadership Skills (\$90)

Functions and Program Fees: \$90 or \$114 per participant (see fees above) \$ _____

Hotel Accommodations:

Single, 1 night \$104 Single, 2 nights \$208

Double, 1 night \$52 (per participant) Double, 2 nights \$104(per participant) +\$ _____

Sub-Total: \$ _____

Registration paid or reimbursed by local Registration paid by individual

Individual Member Rebate Credit

Individual IFT members in good standing, who take part in an IFT provided professional development or union leadership program offering, and pay for the costs of the program on their own, may reduce their registration fee by \$45.00. This reflects a 50% fee reduction on program fees and does not apply to room charges. *Members who pay the registration fee on their own and who are not reimbursed by their local are eligible to take this rebate once per year.*

Individual Member Rebate Credit: - \$ _____
 (-\$45.00 if applicable)

Total amount due: \$ _____

Payment:

Check (payable to the IL Fed of Teachers) VISA, MasterCard American Express

Account Number: _____ Exp. Date: _____

Cardholder's Name: _____

Billing Address _____ Address/ City/ State/ _____ ZIP CODE _____

Signature: _____

PLEASE NOTE: Fall registration deadline is October 11, 2013.
 Refund requests for cancellations for the Fall session received after 11/01/13
 are subject to vendor cancellation policies.

SPECIAL ACCOMMODATIONS AMERICANS WITH DISABILITIES ACT

The Illinois Federation of Teachers will make every effort to ensure that accommodations are in compliance with the Americans with Disabilities Act. If a conference participant anticipates a special need ensuing from a disability, the participant should contact Benita Twillie at 630/468-4080. Early notice is necessary since some accommodations may require significant advance notice.

ECCFA INTERNAL APPLICATION FOR IFT ULI COURSES

1. Name:
2. Department and Division:
3. Your address and phone number:
4. Current involvement in ECCFA:
(List any committees or other ECCFA activities you have participated in for the past 2 years, including other ULI courses too)
5. ULI course you wish to be considered for during this coming academic year:
(check one as 1st choice and another as 2nd choice)

Three Weekend-long Sessions and Single-Weekend Courses

(Attendance expected for all sessions by both ECCFA & IFT/AFT)

IFT North Offices / Robert Healey Center

500 Oakmont Lane, Westmont, Illinois 60559

- Union Leadership Development
- Grievance Administration
- Introduction to Collective Bargaining
- Empowering Members Through Community & Political Engagement
- Getting Started with IFTWeb
- Messaging & Social Media

6. Why do you wish to take this course and how will you apply what you learn in the series of classes?
(indicate if you plan to run for one of our standing committees or chair of a committee, for Senate, or for an ECCFA office)

Return to Kimberly Tarver (by email, campus mail, or snail mail). Application Deadline is 10/11.