
Call to Order at – Luis Martinez President

ROLL CALL:

ELIZABETH BECKER, HEIDI BRELSFORD, JESSICA CARPENTER, MARY ELFRING, DIANE FLAHAVEN, SUE FORD, PATRICK GORDON, CLARK HALLPIKE, LIDDY HOPE, JENNIFER JESCHKE, MARIA KAZMI, CHRISTINA MARROCCO, LUIS MARTINEZ, LORETTA MCCALLISTER, DAWN MUNSON, PATRICIA O'BRIEN, MARY O'SULLIVAN, JOEL PECK, WARREN PETO, ROGER RAMEY, JOYCE ROSS, HOWARD RUSSO, DANIELLE STRAUB, ELEANOR SWANSON, KIMBERLY TARVER, SCOTT VASZILY, CASSANDRA WATSON, JESSICA WEDEMEYER

ABSENT:

RECOGNITION OF VISITORS & GUESTS

3:20-3:30 PM- Kathryn Sawyer, ECC Foundation

3:30-3:40 PM- Phil Garber, HLC Accreditation Update (Refer to HLC Documents)

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

SECRETARY'S REPORT: KIM TARVER- APPROVAL OF MINUTES OF APRIL 16, 2014 MEETING

See report included at end of agenda.

Review Draft Schedule

TREASURER'S REPORT: ROGER RAMEY

PRESIDENT'S REPORT: LUIS MARTINEZ

1ST VICE PRESIDENT'S REPORT: JESSICA CARPENTER

2ND VICE PRESIDENT'S REPORT: SUE FORD

3RD VICE PRESIDENT'S REPORT: CASSANDRA WATSON

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

Membership Committee Report (Cassandra Watson)

Elections Committee Report (Cassandra Watson) Cassandra Watson is making a motion to destroy the ballots from the spring 2014 ECCFA elections. Update: 15% of the faculty voted, 3% of the UA1s, 10% of the UA2s and 35% of the FT faculty.

Elections and Committees

1. Curriculum Committee Opening: Allison Douglas is willing to continue to serve representing CTDE. (Request by Joe Rosenfeld, Committee Chair)
2. MAGIC rep on the Evening Supervisor III of ESL search committee: Armando Trejo has agreed to serve. (Request by Sharon Baker, MAGIC Rep Coordinator and Marcia Luptak, ESL Search Chair)

3. Evening Supervisor III of ESL search committee: Colleen Stribling and Marilyn Ducar have agreed to serve. (Request by Marcia Luptak, ESL Search Chair)
4. CETL Proposal Review Committee: Karen Friedberg (HP), Stacey Shah (Librarian), and Liz McNulty (ABE) have agreed to serve. (Request by Sandi Brown) *Note: Request is for 1 representative from each division. Openings remain for CABS, LVPA, MSE, SSD, SBCT and one member from the Unit Adjunct Faculty.*
5. ECC Accreditation Team: Maria Bagshaw (UA Librarian) and Curt Perrin (IMT) have agreed to serve. (Request by Phil Garber)
6. Distance Learning Advisory Committee: (Request by Billie Barnett) (Refer to Bylaws at end of agenda for details.) Requesting full time faculty representing each academic division; Academic Development and Learning Resources (Library) Stacey Shah is currently serving and has expressed interest in continuing. CABS Cindy Hutman is currently serving and has agreed to continue. *Openings remain form ABE, HP, LVPA, MSE, SSD, SBCT, and one member from the Unit Adjunct Faculty.*
7. Committee and Senate Openings/Opportunities (Cassandra Watson) (Refer to report submitted at end of agenda)

OLD BUSINESS

1. New Contract impact on back pay. (Cassandra Watson) Refer to item at end of agenda.
2. Films on Demand (B. Ulysse)

NEW BUSINESS

1. ABEC Placement (Cassandra Watson) Currently, ABEC is housed in CABS for our elections and committee service. There are 80 faculty (3 FT, 55 UA2 and 22 UA1).
2. Great Lakes Union Leadership Institute: June 16-20 at Lake Lawn Resort, Delavan WI. (Participants being accepted. Please contact any officer no later than May 22.)
3. IFT Union Leadership Institute: November 15-16, February 7-8 and April 25-26.
4. SSECCA Donation for Negotiation Efforts

DIVISION ISSUES

ADJOURNMENT

NEXT MEETING:

ECCFA Important Dates

COMMITTEE REPORTS

Secretary's Report (Kimberly Tarver)

Mary Hatch sent this to increase awareness of faculty contributions to a recent artist in residency project.

Thank you to all who participated in the two-week Calder residency project with Kevin Reese – the amazing faculty/staff collaboration and deep student engagement by themselves would have made the project worth

doing. ***But the end result – a beautiful sculpture created specifically for the Arts Center lobby*** – render this one of the most rewarding projects our division has ever undertaken!

If you haven't seen the sculpture, please come see it! We have on display a small sampling of mobiles constructed by students in design and art appreciation classes. (These are not permanently installed.)

Special thanks and kudos to the following individuals: Steve Duchrow, for his vision in conceiving the project, Cindy Gaspardo, for providing operational leadership, Howard Russo and Daniel Josh for working with 3D students and Reese to design and develop an original mobile sculpture, Marybeth Koos for her leadership and coordination to elicit broad participation, Jeff Hallgren, who assisted with artist/faculty communication & coordination, All the art faculty who got their students excited and engaged in the project, Susanne Kepley for promotion, documentation, Paul Graham and Mike Johnson for coordinating technical details, Ed Krantz for the lovely exhibition that references Calder's work, Robin Arnold, Ed Cook and Cal Byrd for their expertise and assistance in identifying and clearing obstacles, LVPA instructional coordinators for their support/endorsement I may have forgotten someone; if so, please accept my sincere apologies and let me know so I can correct the error.

Once again, thank you. It is a great pleasure to work with such dedicated, creative professionals.

- 1) Please review draft schedule for 2014-2015 Academic Year.

2014 Fall Semester

Wednesday, August 13, ECCFA Meeting, 3:00-4:30

Thursday, August 14, Convocation & Opening Day All Faculty Meeting

Wednesday, August 20, ECCFA Meeting 3:00-5:00, C-120

Wednesday, September 3, ECCFA Meeting 3:00-5:00, C-120

Wednesday, September 17, ECCFA Meeting 3:00-5:00, C-120

Wednesday, October 1, ECCFA Meeting 3:00-5:00, C-120

Wednesday, October 15, ECCFA Meeting 3:00-5:00, C-120

Wednesday, October 29, ECCFA Meeting 3:00-5:00, C-120

Wednesday, November 12, ECCFA Meeting 3:00-5:00, C-120

Wednesday, November 26, ECCFA Meeting 3:00-5:00, C-120

Wednesday, December 10, ECCFA Meeting 3:00-5:00, C-120

Thursday, December 11, ***Semester Ends***

Friday, December 12, *Grading Day & Graduation*

Monday, December 15, Grades DUE

2015 SPRING SEMESTER

Thursday, January 8, Convocation & Opening Day All Faculty Meeting

Monday, January 12, Classes Begin

Wednesday, January 14, ECCFA Meeting 3:00-5:00, C-120

Wednesday, January 28, ECCFA Meeting 3:00-5:00, C-120

Wednesday, February 11, ECCFA Meeting 3:00-5:00, C-120

Wednesday, February 25, ECCFA Meeting 3:00-5:00, C-120

Wednesday, March 11, ECCFA Meeting 3:00-5:00, C-120

Monday, March 23- Sunday, March 29, Spring Break

Wednesday, April 1, ECCFA Meeting 3:00-5:00, C-120

Wednesday, April 15, ECCFA Meeting 3:00-5:00, C-120
Wednesday, April 29, ECCFA Meeting 3:00-5:00, C-120
Wednesday, May 13, ECCFA Meeting 3:00-5:00, C-120
Wednesday, May 13, **Semester Ends**
Thursday, May 14, *Grading Day*
Friday, May 15, *GED Graduation*
Saturday, May 16, *Graduation*

Membership Committee Report (Cassandra Watson)

Members of the bargaining unit:

FT 140
UA2 258
UA1 137
Total of 535

Signed members of the union:

FT 98 (70%)
UA2 183 (71%)
UA1 53 (39%)
Total of 334 (62%)

Back pay for the new contract? Just an example...

\$1000 x 10 hours = \$10,000 total of my contract
÷10 paychecks = \$1000 per paycheck
Received 2 paychecks before new contract finalized:
Have been paid \$2000

With raise, \$1020 x 10 hours = \$10,200 total of my contract
-\$2000 already received = \$8200 still owed to me
÷8 remaining paychecks = \$1025 per paycheck
Received 5 paychecks before error in new pay scale corrected:
Now have been paid \$2000 + \$5125 = \$7125

With the correction, \$1022 x 10 hours = \$10,220 total of my contract - \$7125 already received = \$3095 still owed to me
÷3 remaining paychecks = \$1031.67 per paycheck

Had it been fixed before the semester started, I would have received \$1022 per paycheck all semester long. If this were the fall semester when we only have 9 paychecks, I would have received \$1135.56 per paycheck all semester long.

Senate Membership (Cassandra Watson)

ADLR/STUD SERV – 1 member

Ellie Swanson Term exp 2015

BUS/SSCT - 3 members total

Clark Hallpike Term exp 2016
Roger Ramey Term exp 2016
Patrick Gordon Term exp 2016

CABS - 4 members total

Pat O'Brien Term exp 2015
Jessica Carpenter Term exp 2015
Christina Marrocco Term exp 2015
Dawn Munson Term exp 2016

HP - 2 members total

Kimberly Tarver Term exp 2015
Maria Kazmi Term exp 2016

LVPA - 2 members total

Joel Peck Term exp 2015
Howard Russo Term exp 2015

MSE - 3 members total

Lauren Anderko Term exp 2015
Mary O'Sullivan Term exp 2016
Elizabeth Becker Term exp 2016

UA2 - 14 members total

Loretta McCallister Term exp 2015
Mary Elfring Term exp 2015
Baudelaire Ulysse Term exp 2015
Scott Vaszily Term exp 2015
Warren Peto Term exp 2015
Sue Ford Term exp 2016
Heidi Brelsford Term exp 2016
Diane Flahaven Term exp 2016
Joyce Ross Term exp 2016
Danielle Straub Term exp 2016
Cassandra Watson Term exp 2016
Jessica Wedemeyer Term exp 2016
Vacant Position
Vacant Position

UA1 - 3 members total

Liddy Hope Term exp 2016
Jennifer Jeschke Term exp 2016
Vacant Position

Officers and Staff of ECCFA

President Luis Martinez Term exp 2016
1st Vice President Jessica Carpenter
2nd Vice President Sue Ford
3rd Vice President Cassandra Watson
Secretary Kim Tarver
Treasurer Roger Ramey

Communications Liaison	Lori Clark
<i>Sentinel</i> Editor	Lori Clark
Membership Coordinator	Cassandra Watson
Webmaster	Tammy Ray
Volunteer Coordinator	Rick Bonnom
Parliamentarian	Eleanor Swanson
Social Media Liaison	Jessica Carpenter
COPE Chair	Joyce Fountain

Ad Hoc ECCFA Committees:

Amendments	Cindy Hutman, Dan Kocher, Jessica Wedemeyer
Elections	Cassandra Watson and Armando Trejo, co-chairs Michele Brynelsen, Mary Elfring, Carrie Casper

Remaining Openings for 2014-2015 (Cassandra Watson)

1 full-time counselor from ADLR/STUD SERV to serve on the Honors Committee

1 faculty member from BUS/SSCT to serve on the Academic Technology Committee (can be full-time, UA2 or UA1)

1 faculty member from BUS/SSCT to serve on the SLAAC (Assessment) Committee (can be full-time, UA2 or UA1) meet the first and third Tuesdays from 3:30 to 4:45. Often times subcommittees will meet on the other Tuesdays from 3:30-4:45 (1-3 times per semester that happens).

1 faculty member from CABS to serve on the Curriculum Committee (can be full-time, UA2 or UA1)

1 faculty member from HP to serve on the SLAAC (Assessment) Committee (can be full-time, UA2 or UA1) [just for 1 year to finish a term of a retired faculty member] meet the first and third Tuesdays from 3:30 to 4:45. Often times subcommittees will meet on the other Tuesdays from 3:30-4:45 (1-3 times per semester that happens).

1 faculty member from MSE to serve on the Academic Technology Committee (can be full-time, UA2 or UA1) [just for 1 year]

1 full-time faculty member from MSE to serve on the Faculty Development Committee

1 faculty member from MSE to serve on the SLAAC (Assessment) Committee (can be full-time, UA2 or UA1)

2 UA2 faculty members to serve on Senate

1 UA1 faculty member to serve on the Grievance Committee

1 UA1 faculty member to serve on Senate [just for 1 year]

1 faculty member from CTDE to serve on the Curriculum Committee (can be full-time, UA2 or UA1)

Distance Learning Advisory Committee By-Laws

Purpose

The Distance Learning Advisory Committee (DLAC) supports the educational mission of Elgin Community College by advocating quality programming in distance learning to expand access, enhance learning, and enrich opportunities for faculty and students. DLAC serves as an advisory body for distance learning issues, programs, policies and proposals. The committee's purpose is to support and strengthen distance learning.

Function

- Assist in developing yearly objectives for the Distance Learning Department to address in an effort to continually improve distance learning at Elgin Community College.
- Recommend technical support needed for online instructors and students.
- Review and assist in the development of Distance Learning policies and procedures.
- Identify both technical and academic needs and solutions for online learning success.
- Recommend development activities for both online faculty and students.
- Recommend the potential role, scope and directions of online instruction at Elgin Community College.
- Review and recommend improvements to the Distance Learning website to support online students.

Membership

DLAC members should have a broad perspective on technology and learning, along with experience utilizing technology. Members will represent a variety of areas and shall consist of the following:

Full time faculty representing each academic division:

- Academic Development and Learning Resources – Library;
- Adult Education
- Communications & Behavioral Sciences
- Health Professions
- Liberal, Visual and Performing Arts
- Math, Science and Engineering
- Student Services & Development
- Sustainability, Business and Career Technologies

Part time faculty (1)

- UA1 or UA2

Administrators

- Dean: Academic Development & Learning Resources
- Dean: Academic Dean (1)
- Associate Dean: Testing
- IT Representative
- Bookstore Representative
- Registrar or Registrar's Designee

Distance Learning Support (non-voting)

- DL Staff

- (a) Other interested faculty, staff and administrators may be asked to attend DLAC meetings as deemed necessary. Interested parties may request to attend meetings as well.
- (b) The DLAC shall not allow proxies or absentee voting.
- (c) The DLAC chair will report incidents of non-attendance to the appointing body.
- (d) Members shall notify the chair in advance if they will be absent from a meeting. Members who miss three consecutive meetings without notifying the chair will be considered inactive. A new nominee will be requested to replace any inactive member.

Member Responsibilities

- Attend and fully participate in committee meetings.
- Be knowledgeable of issues relating to online teaching, learning and student support as it pertains to his/her represented area.
- Serve as a liaison between the Distance Learning Department and the constituency he/she represents.
- Provide information and assistance to support Distance Learning Department activities as needed.
- Provide information on current issues in distance learning from the perspective of his/her area of interest.

Terms of Service

- DLAC members shall serve two years, and are eligible for consecutive terms of service. Faculty committee member terms will be staggered (half ending in even-numbered years, half in odd-numbered years) to maintain continuity of committee membership from one academic year to the next.
- When a DLAC member's term of service expires, and the member elects to discontinue his/her membership on the committee, the DLAC chair will solicit nominations to fill the vacant position, in accordance with the standards in place.
- The DLAC Chair may serve consecutive terms, *and will always be a Distance Learning Department employee.*

Quorum

A quorum shall consist of fifty percent plus one of the active voting membership of the committee.

Procedures

- Regular meetings of the DLAC will be held a minimum of one meeting during the fall semester and one meeting during the spring semester. Additional meetings may be scheduled as necessary. No meetings will be scheduled during the summer.
- Agendas will be established by the chair, with committee input. Agendas will be electronically distributed to the membership prior to each meeting.
- The Administrative Assistant to the Associate Dean of Distance Learning will see that minutes are kept of all meetings. The minutes will include all actions taken and make note of all significant discussions. Minutes will electronically be sent to all committee members, whether present at the meeting or not.
- As necessary, agenda items may be approved, denied or tabled for future consideration on a majority vote of the members present at a meeting of the committee where at least the minimum quorum of members is in attendance. For tabled items the chairperson will make the necessary arrangements to obtain additional information or resources requested before action can be taken.
- All recommended actions may be mentioned in the Distance Learning Department newsletter distributed to all campus employees.

Amendments to these Bylaws

Amendments to the DLAC Bylaws may be proposed at any regular meeting of the Distance Learning Advisory Committee. The proposed amendments shall be made known to members not present and shall be voted on at the next regular meeting. A majority vote shall be required for passage of any amendments.