

Wednesday, May 17, 2017

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

Call to Order at:

ROLL CALL

Luis Martinez	Pres., 2016	Kris Campbell	MSE,	Diane Flahaven	UAF2, 2016
Ellie Swanson	LRIE/A/CEWD, 17	Ruby Sanny	CABS, 2016	Danielle Straub	UAF2, 2016
Clark Hallpike	SBCT, 2016	Pat O'Brien	CABS, 2017	Pat Brutchin	UAF2
Patrick Gordon	SBCT, 2016	Dawn Munson	CABS, 2017	Steve Wood	UAF2
David Reich	SBCT, 2016	Parul Raval	CABS, 2017	Tammy Ray	UAF2
Kimberly Tarver	HP, 2016	Dennis Lynch	CABS, 2017	Mary Elfring	UAF2
Karen Taylor	HP*	Adam Burgess	UAF1, 2017	Open	UAF2
Les McTighe	LVPA, 2017	Open	UAF1	Open	UAF2
Bill Pelz	LVPA, 2017	Open	UAF1	Open	UAF2
Mary O'Sullivan	MSE, 2016			Open	UAF2
Janet Whitsitt	MSE, 2016			Open	UAF2

* Michele Brynelsen's term, 2015

ABSENT: DAWN MUNSON, DENNIS LYNCH

RECOGNITION OF VISITORS & GUESTS

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

SECRETARY'S REPORT: KIMBERLY TARVER

APPROVAL OF May 3, 2017 MINUTES

ECCFA received a note of appreciation form SWANS for support.

TREASURER'S REPORT: STEVE WOOD

PRESIDENT'S REPORT: LUIS MARTINEZ

1ST VICE PRESIDENT'S REPORT: PATRICK GORDON

2ND VICE PRESIDENT'S REPORT: DIANE FLAHAVEN

3RD VICE PRESIDENT'S REPORT: ADAM BURGESS

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

- Negotiations
- Grievance
- COPE

ELECTIONS & COMMITTEE REQUESTS-

1. Michele Brynelsen, Interim Director of Nursing, requests an additional faculty member to serve on a search committee for a full time nursing faculty. Linda McCarthy-West has agreed to serve. (She will join Karen Friedberg & Catherine Incapreo.)

OLD BUSINESS

- ECC Foundation & Golf Outing (Kris Campbell)
- Summer ULI: Interested faculty include David Reich, Liddy Hope, Catherine Incapreo, Adam Burgess, Terri Martin & Baudelaire Ulysse.. Applications received from: David Reich (Negotiations), Liddy Hope (Union Solution to Student Stress & Trauma), and Baudelaire Ulysse (Union Solution to Student Stress & Trauma)
- Reminders: End of Semester Party and Negotiation Team Recognition at Carmina's, Thursday, 4:30 p.m.; ECC Employee Recognition Party, Thursday. Commencement exercises Saturday.

NEW BUSINESS

- Project Backpack: Motion to approve \$1,000 donation made by Kimberly Tarver
- Motion to approve purchase of Pathway to Knowledge Bricks: 1) in memory of Officer Steve Jones, spouse of member Mae Hicks Jones and 2) in memory of Patrick Gordon's father
- Elgin Trades Council Representation- Members to attend with Howard Russo

DIVISION ISSUES

ADJOURNMENT

NEXT MEETING: 3:00-5:00 PM, C120

Proposed Dates:

Fall 2017: 8/23, 9/6, 9/20, 10/4, 10/18, 11/1, 11/15, 11/29, 12/13

Spring 2018: 1/17, 1/31, 2/14, 2/28, 3/14, 4/4, 4/18, 5/2, 5/16

COMMITTEE REPORTS

ELECTIONS COMMITTEE REPORT: Tim Anderson

Senate (Luis Martinez – President, Kim Tarver – Secretary)

LRIE/ESL/ABE – Ellie Swanson

CABS – Pat O'Brien, Dawn Munson, Parul Raval, Dennis Lynch

LVPA – Bill Pelz, Les McTighe

UA1 – Adam Burgess

Elections (Tim Anderson)
Grievance (Ellie Swanson/Howard Russo- chairs)
CABS – Jessica Carpenter
MSE – Kris Campbell

Honors (Jason Kane – chair)
Library – Marge Schildknecht
UA – Adam Burgess

Sick Bank (Ryan Kerr – chair)
CABS – Ryan Kerr
SBCT – Heidi Eaton
HP – David Martin
UA2 – Virginia McHugh-Kurtz

SLAAC (Eric Long – chair)
CABS – Eric Long
SBCT – Laura Haske
HP – Angelika Stachnik

Curriculum (Leticia Starkov – chair)
MSE – Ed Kroll, Donna Garcia, (one additional write-in winner yet to confirm they will serve)
LVPA – Loretta McCallister

Faculty Development (Elizabeth Becker – chair)
CABS – Pat O’Brien, John Mravik
MSE – Miroslav Rezac, (there are 2 additional write-ins winners that have not yet confirmed they will serve)
LVPA – (one write-in winner yet to confirm they will serve)
SBCT – Linda Conniff, Fabio Martinez
HP – Kelly Woyach
UA1 – Jennifer Altman, Laura Meyer

ECCFA Endowed Scholarship:

Gema Atta and Anthony Daddosio are recipients. Gema has earned her associate in arts degree with high honors and is a member of Phi Theta Kappa Honor Society while Anthony has earned his associate in applied science degree in nursing with honors.

AMENDMENTS COMMITTEE: Motion received as follows:

Constitution/Bylaws Motion & Rationale

Short Title: Duties of the Officers of the Senate

MOTION:

I, Kimberly Tarver, move that, ARTICLE I. Duties of the Officers of the Senate, Section 6, be amended as follows (in bold):

ARTICLE I. Duties of the Officers of the Senate

Section 6. The Treasurer in cooperation with other officers:

- a. submits ~~a financial report at senate meeting;~~ **monthly financial reports to the Senate;**
- b. prepares a budget and maintains complete financial records of ECCFA;
- c. maintains the organization's bank accounts;
- d. initiates an annual audit of the organization's financial record;
- e. pays bills as authorized by the senate;
- f. presents bi-annual financial reports to the general membership; ~~and monthly financial reports to the Senate;~~
- g. **develop, review, and recommend changes to "Financial Management Procedures" as necessary to support the organization's financial practices and operational controls.**

SUPPORT STATEMENT:

The Treasurer has the responsibility to manage finances in a manner that minimizes risk to the organization and ensures procedures are in place to support reasonable internal controls relating to receipt and disbursement of funds. The Treasurer, in cooperation with other officers, should develop "Financial Management Procedures" and inform the Senate of the procedures.

----DRAFT---- Financial Management Procedures

The following document is a draft of proposed FINANCIAL MANAGEMENT PROCEDURES. It is suggested others with expertise be consulted to further develop and modify this draft proposal.

The Elgin Community College Faculty Association (ECCFA), Local 3791 recognizes the responsibility to its membership for the responsible management of its resources.

- A. Financial Record Keeping
 1. The Treasurer shall be responsible to the Senate for the financial information of ECCFA.
 2. The accounting information of ECCFA shall be maintained with generally accepted accounting principles and will include those accounting records, filings, and subsidiary information as required by governmental bodies, funding sources, or normal business practices.
 3. Minimum financial reporting will provide a monthly balance sheet, revenue and expenses statement, and statement of cash flows for approval by the Senate at regularly scheduled Senate meetings.
- B. Budget
 1. The Treasurer, in cooperation with other officers, will prepare an annual budget to be reviewed and approved by the membership annually.
 2. As part of the budget process, records will be reviewed for historical trends and future outlook.
 3. Operations should then be monitored against the budget on a monthly basis or as needed.
- C. Audit
 1. The treasurer will facilitate an audit of ECCFA's financial records annually.
- D. Cash Controls
 1. All banking institutions used by ECCFA will be approved by resolution of the Senate. Authorized signers shall include the Treasurer and the President. Any changes thereof must be approved by resolution of the Senate.
 2. Procedures related to the receipt and disbursement of funds will be maintained by the Treasurer in accordance with reasonable internal controls and normal business practices.
 3. Expense reimbursement requires expenses to be itemized on the "ECCFA Expense Reimbursement Form."

E. Cash Management and Investments

1. Procedures related to the ongoing monitoring of cash flow and investments will be maintained and reviewed on a monthly basis by the Treasurer.
2. Any non-budgeted expenditure over \$1,000 either by cash, check, or credit card, must have approval of the Senate.
3. Non-budgeted expenditures less than \$1,000 either by cash, check, or credit card, must be made in consultation between the Treasurer and the President with verifiable means of communication and approval.

F. Donations, Contributed Funds and Materials

1. All received funds and materials will be used for only the purpose intended.
2. The acknowledgement and provision of receipts for all contributions, and/or any donations made, will be in accordance with the requirements of authorities for tax deductibility purposes.

G. Other