



Wednesday, May 2, 2018

**SENATE MEETING AGENDA**  
3:15 PM – 5:00 PM, Room C-120

Call to Order by Luis Martinez

Name	Div/Term	Name	Div/Term	Name	Div/Term
Luis Martinez, (President)	Pres., 2016-18	Kris Campbell	MSE, ends 2018	Diane Flahaven, (2 <sup>nd</sup> VP)	UAF2, 2016-18
Ellie Swanson	LRIE/A/CEWD, 17-19	Ruby Sanny	CABS, 2016-18	Danielle Straub	UAF2, 2016-18
Clark Hallpike	SBCT, 2016-18	Pat O'Brien	CABS, 2017-19	Pat Brutchin	UAF2, 2017-19
Patrick Gordon (1 <sup>st</sup> VP)	SBCT, 2016-18	Dawn Munson	CABS, 2017-19	Steve Wood (Treasurer)	UAF2, 2017-19 Temp FT
David Reich	SBCT, 2016-18	Parul Raval	CABS, 2017-19	Tammy Ray	UAF2, 2017-19
Kimberly Tarver (Secretary)	HP, 2016-18	Marco Annoni	UAF1, 2/14/2018	Mary Elfring	UAF2, 2017-19
Karen Taylor	HP*	Bill Akers, (3 <sup>rd</sup> VP)	UAF1 2/28/2018	Terri Birch	UAF2
Tim Malone	LVPA, January 2017-19	Open	UAF1	Open	UAF2
Les McTighe	LVPA, 2017-19			Open	UAF2
Mary O'Sullivan	MSE, 2016-18			Open	UAF2
Nicole Scherger	MSE, 2016-18			Open	UAF2

\*Michele Brynelsen's term

**RECOGNITION OF VISITORS & GUESTS:**

Elizabeth Becker: Presenting Faculty Development Handbook negotiations summary. (10 minutes)

**SECRETARY'S REPORT: KIMBERLY TARVER**

Approval of April 18, 2018 minutes.

Treasurer's Report: Steve "Woody" Wood-

President's Report: Luis Martinez –

1<sup>st</sup> Vice President's Report: Patrick Gordon-

2<sup>nd</sup> Vice President's Report: Diane Flahaven-

3<sup>rd</sup> VICE PRESIDENT'S REPORT: BILL AKERS

Committee Reports – (REFER TO REPORTS SUBMITTED INCLUDED AT THE END OF THE AGENDA)

**Elections Committee (Marta Walz) Refer to written report**

- Request approval of results
- Seat new senators
- Election of Officers

**Negotiations-** (Patrick Gordon) -Discussions are ongoing regarding potential updates to the supplemental assignment chart.

**Grievance-** (Ellie Swanson) Written Report submitted.

**TLSD Administrative Procedures Review Team Report –** (Kim Tarver) Refer to Written Report

**Membership-** (Mary Elfring)

- Work team to contact fair share members

**COPE-** (Luis Martinez)

- Patrick Gordon was elected Secretary of the Elgin Township Democrats. Congratulations!
- Read about Legislative Highlights from Springfield: <https://www.ift-aft.org/news/2018/04/28/lawmakers-scrambled-to-pass-bills-out-of-each-chamber-before-the-friday-deadline>

## ELECTIONS & COMMITTEE REQUESTS

Electronic Voting on the following items:

- Patrick Gordon moved to approve Kim Rother and Patrick Gordon to represent the ECCFA on the exploratory meetings for a possible culinary dual credit program. The motion was seconded and passed.
- Kimberly Tarver moved to approve Joel Peck as an additional member to the search committee for Full Time Art History/Appreciation. The motion was seconded and passed.

### Motion to approve items 1, 2 & 3 as consent agenda.

1. LVPA Office Coordinator Search Committee: 2-3 members are requested. Pat Brutchin, Marc Beth & Susan Robinson have volunteered.
2. Curriculum Committee: Liz McNulty has volunteered to represent ABEC
3. The Strategic Enrollment Management Committee requests a member from CTE, ABEC, and University Transfer to server on Work Group to address Strategy 4: Strengthen outreach, recruitment, retention, and completion of key target populations under our new Strategic Plan, is looking for faculty representation as they begin creating a plan and setting enrollment targets. Susan Timm has volunteered.
4. Bob Treadwell, SSECCA President, requests a faculty member to serve on team to establish Tree Campus USA. Volunteers include Patrick Gordon and Armando Trejo.
5. Administrative Procedure Review Team requests renewal or replacement of Cross Functional Review Team. Six Existing Members include: Dawn Munson, Katrina Chan-Larsen, Ruby Sanny, Keith Lewis, Pat O'Brien, Marc Hucek. VOLUNTEERS include: *Ruby Sanny (CABS), Pat O'Brien (CABS), Dawn Munson (CABS), Jim Dittus (CABS), Sara Baker (CABS), Kris Campbell (MSE), Stacey Shah (LIB), Susan Robinson (LVPA), Shawn Maxwell (LVPA), Chrystie Wojcik (SBCT), Lori Cox (UAF/MSE), Jennifer Schlau (UAF/LIB), Renee Scrabacz (UAF1/MSE), Jana Porter (UAF/LIB), Diane Kondratowicz (UAF/LVPA), Lori Jones (UAF/MSE)*

## OLD BUSINESS

1. AFT Cornell Collective Bargaining Certificate Program at ULI (\$1500). Consider sending one (1) member: Eligible members include Susan Timm, Jessica Carpenter, Ellie Swanson, Patrick Gordon, Luis Martinez, Mary Elfring, and Kris Campbell.
2. AFT Convention: Patrick Gordon has volunteered to attend.
3. ULI: David Martin for Union Leadership Skills. Recruiting members to attend Union Leadership Skills, Grievance I, or Negotiations based on union needs.

## NEW BUSINESS-

1. Picnic: Date, Time, Location; consider joint event with SSECCA
2. Renew Illinois Labor History Society Membership; dues are \$250.00

3. Renew Northern Illinois Jobs With Justice Membership; dues are \$100.00
4. Project Back Pack Donation (?)

DIVISION ISSUES-

#### **ANNOUNCEMENTS:**

1. Illinois Community College Faculty Association Call for Proposals (see addendum)

ADJOURNMENT –

Meetings for Spring 2018: 5/16

## **REPORTS**

**Notice of Committee Openings:** *Longstanding openings are referred to the TLSD Vice President and the Academic Deans for assignment and are listed for information only. No action needed by senate.*

### **TLSD Administrative Procedures Review Team (APRT) Report (Kimberly Tarver)**

The current members of the Team are Charron Banaszak, Michael Chahino, Irina DelGenio, Libby Roeger, Marcy Thompson, Robin Cook, Gregory Robinson (Chair) and Kimberly Tarver (Vice Chair).

Faculty serving on the Cross-Functional Review Team (CFRT) include Katrina Chan-Larsen, Dawn Munson, Ruby Sanny, Keith Lewis, Pat O'Brien, and Marc Hucek.

Each administrative procedure up for review is assigned to a coordinator who is responsible for the procedure during the entire review process. Members of the APRT facilitate 1<sup>st</sup> and 2<sup>nd</sup> reads of proposed changes to existing TLSD Administrative Procedures and new proposals. Following 1<sup>st</sup> read approval, the procedure is sent to the Dean's meeting. Following 2<sup>nd</sup> read approval, the proposal is sent to the Cabinet for final approval, and then to the college paralegal for public posting. Cross-Functional Review Team members are requested to provide input when the review process is initiated, and are re-consulted to review any substantive changes recommended throughout the process.

The Cross Functional Review Team primarily participates in electronic review and provides feedback via email communications. Their input is essential to ensure the faculty have a voice in the review process prior to 1<sup>st</sup> read. Regarding any administrative procedures, all faculty are encouraged to share any concerns, feedback or recommendations to any or all members of the CFRT and/or the faculty member on the APRT.

TLSD Administrative Review Procedures are systematically reviewed every two years. This past academic year, the APRT has worked to ensure we are current with review schedule, and to simplify the process. The schedule for procedures to be reviewed in 2018-2019 will be shared with the faculty through ECCFA Committee Reports in the future to ensure faculty are aware of procedures under review. It is notable that familiarity with the Faculty Contract and perspective of faculty members has been at times, critical. For example, proposed changes to AP 1.103 Student Grades that were in conflict with the contract. Faculty voice ensures consist application of contract language in TLSD Administrative Procedures and increases awareness of contract applications.

#### **Scheduled for Calendar Year 2018**

- 4.603 Student Optional Disclosure of Mental Health Information
- 4.602 Behavioral Intervention/Threat Assessment Team

- 4.406 Death of Student/Former Student
- 4.104 Extended Absence Notification for Students
- 4.101 College Admission.

**Scheduled for Calendar Year 2019**

- 1.101 Credit for Learning Experiences Other than Formal Instruction
- 1.102 Standards of Academic Progress
- 1.103 Student Grades
- 1.104 Minimum Competencies and Placement Testing
- 1.201 Course Audit and Pass/No Credit
- 1.202 Schedule Changes and Course Withdrawals
- 1.203 Academic Residency
- 3.904 Service Animals for Persons with Disabilities
- 4.105 Academic Renewal (Fresh Start)
- 4.403 Appeal of Final Grade
- 4.405 Extra Curricular and Co-Curricular Mandatory Attendance Procedure
- 4.407 Academic Integrity
- 4.501 Withdrawal Policy for Students Called to Active Duty
- 4.502 Student Waitlist Registration Procedures
- 5.103 Minimum Requirements for Appointment to Faculty

Submitted Respectfully

Kimberly Tarver, APRT Vice-Chair

**Committee Report: Grievance (Howard Russo, Ellie Swanson)**

Members: Howard Russo—LVPA (co-chair), Ellie Swanson—LRIE/ESL/ABE (co-chair), Kris Campbell—MSE, Jessica Carpenter—CABS, George Rosa—SBCT, Mary Arndt—HP, Diane Flahaven—UAF

Grievance Committee has addressed the following issues since the last report:

- Building temperature procedure
- Load assignment
- Course assessment issues
- Multiple discipline meetings

Respectfully submitted,  
Howard Russo, Ellie Swanson  
Grievance Committee co-chairs

**ELECTIONS COMMITTEE: (Marta Walz)**

Below are the results of the election. You will see that after division/status, the number of openings on the ballot is noted followed by the people who were elected to fill those spots. This also includes the seats that remain unfilled. For unfilled seats, someone in that division, please hold division elections at the conclusion of your division meeting on opening day in August.

If you were newly elected, your committee chair may contact you regarding time, date, location of meetings as well as the starting date.

These names have been sent to ECCFA for members to be seated/approved at tomorrow's meeting.

Thank you,

## Results of 2018 election

### **ECCFA President 2018-2020—Kimberly Tarver**

**Senate:** Open Seats for 2018 election

CABS-1 open—still open

HP.MSE-4 open—Kristen Campbell, Luis Martinez, Nicole Scherger, Mary Arndt

LRIE.ABE.ESL- none open

LVPA-none open

SBCT-3 open—George Rosa, Clark Hallpike, Patrick Gordon

UA1-3 open—Marco Annoni, Susan McGrath, 1 still open

UA2-7 open—Diana Flahaven, Baudelaire Ulysse, 5 still open

**SLAAC (Assessment):** Open Seats for 2018 election

CABS—2 open Tina Ballard & 1 still open

HP.MSE—2 open Angelika Stachnick & Dana Kurpius

LRIE.ABE.ESL—none open

LVPA—2 open Javier Coronada & 1 still open

SBCT—2 open—2 still open

Librarian—1 open--Marge Schildknecht

**Faculty Development Committee:** Open Seats for 2018 election

CABS—2 open Lori Clark and Marc Healy

HP.MSE—1 open Karen Friedberg

LRIE.ABE.ESL—1 open Colleen Stribling

LVPA—1 open Jose Ignacio Alvarez-Garcia

SBCT—2 open Gary Norden and Fabio Martinez

UA—2 open (UA1 or UA2) Roxanne Bell & 1 still open

**Curriculum Committee:** Open Seats for 2018 election

CABS—none open

HP.MSE—2 open Dan Kernler, Karen Taylor

LRIE—1 open Ellie Swanson

LVPA—1 open Beaudalaire Ulysse

SBCT—1 open Leticia Starkov

ABE—1 open—1 still open

**Sick Bank Committee:** Open Seats for 2018 election

CABS—none open

HP.MSE—none open

LRIE.ABE.ESL—1 open Stacy Shah

LVPA—none open

SBCT—none open

UA1—1 open—1 still open

UA2—none

**Grievance Committee:** Open Seats for 2018 election

CABS—none open

HP.MSE—none open

LRIE.ABE.ESL—1 open Ellie Swanson

LVPA—1 open Howard Russo

SBCT—1 open George Rosa

UA1—1 open—1 still open

UA2—1 open Diana Flahaven

**Honors Committee:** Open Seats for 2018 election

CABS—1 open—James Dittus

HP.MSE—1 open—1 still open

LRIE.ABE.ESL--none

LVPA—1 open—Javier Coronado-Aliegro

SBCT—1 open Still open

UA1/UA2—1 open (from all UA) still open

**Membership Report 5/2/18 (Mary Elfring)**

<b>Full Membership</b>	<b>490</b>
<b>Signed</b>	<b>431</b>
<b>New Form</b>	<b>331</b>
<b>Old Form</b>	<b>200</b>
<b>Unsigned</b>	<b>56</b>
<b>FS</b>	<b>3</b>

<b>Full-time Faculty</b>	<b>128</b>
New Form	123
Old Form	4
Fairshare	1

<b>UAF</b>	<b>226</b>
New Form	148
Old Form	63
Unsigned	14
Fairshare	1

<b>UAI</b>	<b>106</b>
New Form	60
Old Form	11
Unsigned	34
FS	1

<b>INA</b>	<b>30</b>
Old Form	22
Unsigned	8

Fall 2018 will be my last semester as Membership Chair. We need to look for someone who will take over in Spring 2019. Whomever steps up, I will gladly help with the transition.



Illinois Council of Community College Administrators



**ICCCA/ICCFA 2018 FALL CONFERENCE CALL FOR PROPOSALS**  
***PULLING TOGETHER FOR STUDENT SUCCESS IN TURBULENT TIMES!***

**November 15-16, 2018**

**Embassy Suites East Peoria**

**East Peoria, IL 61611**

**Submission Deadline: June 1, 2018**

**The Illinois Council of Community College Administrators  
AND the Illinois Community College Faculty Association are co-hosting their 2018 Fall Conference.  
Presentation proposals are being requested.**

**All presenters who are accepted are required to register for the conference.**

**Topic Suggestions but not limited to the following:**

- Student Success
- Assessment
- Career/Technical Education/Adult Education
- Curriculum Innovation
- Addressing Diverse Populations
- Student Affairs/Student Services
- Leadership and Core Values
- Teaching and Learning Best Practices
- Incorporating Classroom Technology
- Best Practices in .....

**Type of Presentation:**

Panel Discussion

Concurrent Session

1. **Title of Presentation:** Try to think of something catchy; perhaps incorporate theme in conference logo.
2. **Description of Presentation:** This description will appear in the conference brochure if the proposal is accepted by the selection committee; please limit to 40 words or less.
3. **Objective(s) of Presentation:**
4. **Audio-Visual Needs: Presenters will need to bring their own laptops.** ICCCA/ICCFA will provide carts, screens, and projection systems.

If you are bringing a computer, which operating system does it use? Choose Windows OR Apple

Do you need a projection system? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you need Internet access? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Please provide a **brief** summary of the presentation—less than one page.
6. Do you have a preferred presentation date/time? Choose one.  
 Thursday, November 15 (90-minute session)                      Friday, November 16 (50-minute session)

**7. Primary Contact (presenter) Information\*\***

Name:  
 Title:  
 College:  
 Address:  
 City, State, and Zip Code:  
 Email:  
 Phone:

**Additional Presenter’s Contact Information\*\* – All presenters are required to register for the conference.**

Name:  
 Title:  
 College:  
 Address:  
 City, State, and Zip Code:  
 Email:  
 Phone:

\*Include additional presenters’ information as needed. All names will appear in the conference brochure.

**\*\*If accepted, all presenters must register/submit payment on/before November 5 to remain on the program.**

Email this completed form to [lhefferin@emeritusprofessor.elgin.edu](mailto:lhefferin@emeritusprofessor.elgin.edu) no later than June 1, 2018.

**Subject Line: 2018 ICCCA/ICCFA Presentation Proposal**

Notification of acceptance will be received no later than June 21, 2018.