



ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION Senate Meeting on September 17, 2008

Sarah Dye, President, presiding

Tim Anderson	Beverly Augustine
Bill Demaree	Sue Ford
Linda Hefferin	Cindy Hutman
Tim Kaar	Crystal Kerwin
Dan Kocher	Marcia Luptak
Dennis Lynch	Luis Martinez
Linda McEwan	Gary Norden
Mary Peterhans	Roger Ramey
Howard Russo	Ron Kowalczyk
Scott Vaszily	Dan Kernler

Meeting called to order by Sarah Dye at: 3:05 pm.

Current Senators absent: Margaret Sanchez, Elizabeth Becker, Rick Bonnom

Guests: Mary Perkins, Associate Dean of Enrollment Management
Joyce Fountain, MAGIC committee, faculty
Kim Tarver, faculty
Clark Hallpike, faculty

Report from Strategic Enrollment Management Committee: Mary Perkins

Short history: This committee has existed for a number of years. When Mary was hired, she was asked to reconvene and expand the committee. She investigated some models (see attached report). Decided that we needed 7 focus areas and 4 task forces. The original list was very ambitious and she decided that the goals were too scattered.

Now the committee is down to dealing with the top 9 issues this year and will provide progress reports to everyone. Listed the people involved in her report but others are welcome. Under each initiative is listed the initial steps but these may change once the sub-committees convene.

Secretary's Report: Cindy Hutman

Tim Kaar asked to reword part of the minutes from September 3 to more accurately reflect his meaning. The change is: "expressed concern about having time to process other proposals."

Dan Kernler moved to approve minutes with correction, Sue Ford seconded. Approved unanimously.

Treasurer's Report: Linda Hefferin

Transferred \$1000 to checking to pay Trade Council dues and our attorney.

Dues for IFT/AFT will be listed as line items on the budget in the future.

Sarah Dye mentioned that other organizations often adopt a policy to maintain a certain balance in checking, should we do this?

Linda McEwan said that checking and savings are linked so they automatically transfer from savings to checking if needed.

Linda Hefferin commented that we do earn some interest on savings.

Dan Kernler said this would be more of a concern if we had some automatic withdrawals occurring which we don't.

Linda Hefferin said we will actually have a little less deducted from UAF salaries for dues than expected. This was the result of some miscommunication and incorrect numbers for UAF's provided by HR. That

means that we will be paying about \$380 more from the budget in dues than we anticipated. Full-time deductions for dues have started, adjunct deductions will start soon.

Sue Ford asked about a payment to the lawyer.

Linda Hefferin said that was still regarding the Surgical Tech faculty issue.

Howard Russo commented that it was for three different issues.

Sue Ford said the biggest part of the expense was when he came to campus but the phone conversations were also billable.

Dan Kocher moved to approve treasurers report, Howard Russo seconded, approved unanimously.

President's Report: Sarah Dye

Sarah Dye continues to meet with the deans and the president. If we have issues that need to be addressed in these meetings, send them to her.

Sarah Dye sent out the information about voting from the all-ECCFA meeting. She thanks everyone for how smoothly the meeting went.

1st Vice President's Report: Dan Kernler

Dan Kernler is reviving the volunteer events and asking for help. The events are not a large time commitment to coordinate. One event is the fall festival at his wife's school which ECCFA helped with last year.

Dan Kernler began the first in a series of Senate mini-training sessions that will occur this year. This mini-training was on how we function in meetings, particularly the issue of reaching consensus.

Some thoughts he shared on this—

At ULI, he learned some ways to lead the discussion toward reaching consensus.

Some things Sarah Dye already does to promote this:

Written reports from committees to allow more time for discussion.

Sticking to Roberts Rules so that everyone can have an opportunity to speak.

Some ways that organizations like ours can reach a decision:

1. President makes the decision. This should only be reserved for simple things.
2. An expert in the group makes the decision. This can be dangerous since it isn't clear who qualifies as an expert on issues.
3. Taking the "average" of what everyone thinks. This should be used only when we are rushed for time to reach a decision.
4. Majority. This means taking a vote and the danger is that members not in the majority may feel disillusioned and ignored.

He passed out a hand-out that explains what reaching consensus means.

He hopes that we will have more discussions that come to a consensus rather than a vote.

The rules of order that Sarah Dye is holding us to really help. Requires that we are quiet and listen to each other. We each can give our opinion but then we have to step back and listen to others.

Everyone gets a chance to express his/her opinion. For instance, when we came to a solution on the budget/dues issues, there were four "nays" but we didn't really hear what those concerns were.

On the back of the hand-out is a guideline for making sure that your opinion is expressed.

Another concern from the budget/dues issue that came up was that, as Gary Norden pointed out, most of the Senators didn't know what the Senate meeting was going to be about. The officers had been discussing but didn't explain ahead of time to Senators.

Sue Ford asked what is the value of consensus?

Dan Kernler replied that the whole team is in support of the decision if there is consensus. It makes us stronger and more unified.

Cindy Hutman commented that on many issues we ultimately have to vote, though.

Dan Kernler replied that was true and sometimes we don't reach consensus where the vote is unanimous. Sometimes we won't reach consensus.

Sarah Dye commented that sometimes the time constraints on our meetings force us to vote before we have consensus.

Dan Kernler agreed but commented that written reports and consent agenda were helping to relieve some of the time issue.

Sarah Dye also pointed out that we can table items if we feel further discussion is needed.

Dan Kernler concluded that he wanted us all to understand that we were working towards reaching consensus in future discussions.

Dennis Lynch commented that the ideas were good, but for them to work there needs to be a big change in the group dynamics of the Senate. Senators are used to officers doing most of the

talking at the meetings. When Senators other than officers have spoken and presented varying viewpoints, they have often been “shot down.” Changing the group dynamics of the Senate will be hard, but it is worth the effort.

Sarah Dye commented that technically by Roberts Rules, everyone speaks once and everyone gets a chance. No one can speak a second time until everyone has had that first chance.

Howard Russo asked who decided that we were using Roberts Rules.

Sarah Dye responded that it is in our constitution.

Howard Russo commented that there are other ways to run meetings.

2nd Vice President's Report: Sue Ford

See written report

New concern was raised about UAF's at Fountain Square who are also doing administrative duties. As long as the administrative duties are less than 32 hours/week (as they are, in this case) then they are still in the union.

Sue Ford expressed concern that there were very few requests from Dr. Pelletier for UAF's to go over the 6/9 hours. This is down from previous semesters.

Marcia Luptak said that at Fountain Square they have been told that it is set and no UAF's will go over the 6/9 hours. They have hired new faculty rather than allow UAF's to teach more.

Sue Ford reminded us that we can't force administration to give more hours even though it seems silly to hire new faculty rather than give veterans more hours.

Dan Kocher said he had gotten one or two requests but much less than expected. He knows of non-UAF's who are given more than 6 hours. He needs to see the reports to be sure that requests are being made and we need to copy Tony Spahr on these reports, as well.

Marcia Luptak repeated that new hires were being given quite a few hours.

Howard Russo said we really can't control this.

Sue Ford said as long as union members are getting the hours they are guaranteed by contract, there is nothing more we can do.

Dan Kocher said he preferred to refer to hours over the 6/9 as “additional load” rather than “overload.” The term overload applies only to full-time.

Sue Ford said that she and Tim Anderson went over the UAF2 list and it is as accurate as possible.

Sue Ford said that Lynn Ducar had asked to attend ULI insurance training.

3rd Vice President's Report: Dan Kocher

Nothing additional

Communication Liaison's Report: Bill Demaree

We had a big Sentinel this time.

Linda Hefferin brought up the issue of a new logo for ECCFA again. See said that since we are working towards a new image, it might be a good time for a new logo.

Tim Kaar suggested that we might go to the Graphic Design Club. He asked how the submissions would be evaluated.

Howard Russo said that it should be open to anyone.

Dan Kernler suggested that we get started with the contest and decide later how to evaluate submissions.

Sarah Dye asked for a committee to be established that would report at our next meeting. Volunteers were: Bill Demaree, Tim Kaar and Howard Russo.

Committee Reports: see also attachments

Academic Policy Committee—Linda Hefferin reported that the next meeting is very important. The committee will be deciding on who should chair, how long the chair can serve, what constitutes a quorum, etc. It should be very lively and anyone can attend.

Sarah Dye said it would be good for us to make a showing at the meeting.

Linda asked for an e-mail to faculty.

Sarah Dye suggested an e-mail from Senate and the members of the committee.

Dan Kocher said it would be better if just one person sent the e-mail with a subject line that would grab the readers' interest. Outlook shows only one sender's name anyway.

Board of Trustees Finance Committee

No meeting until October.

Elections Committee—Bill Demaree said that according to Roberts Rules, ballots should be destroyed.

Dan Kernler moved that the ballots from the recent vote on the budget/dues be destroyed, Sue Ford seconded, approved unanimously.

Sue Ford moved that all ballots from old elections still in the union office be destroyed. Dan Kocher seconded, approved unanimously.

Bill Demaree reminded us that nominations for the October elections were due to the committee by end of the day on Friday, September 19.

Sarah Dye said that Margaret Sanchez had to resign from Senate because she was too busy.

Faculty Development—report attached and another lengthy report would be sent by e-mail.

Marcia Luptak asked that a reminder about group proposals being due by September 30th be added to the e-mail that goes out.

Grievance—two reports attached, one from Sue Ford, another from Howard Russo.

Howard Russo said that the issues from Sue Ford were new and just came up yesterday.

Sue Ford said that there were 32 UAF's who regularly worked additional loads.

Sue Ford reported that an issue arose regarding full-time insurance benefits. Some testing that was covered by the old policy is not covered by the new one. Even if the college pays for these tests, this still constitutes a change in benefits. She asked that we talk to all our constituents and if any of them had been turned down for services that had been covered in the past to let her or Howard know immediately. Howard Russo said this is a clear violation.

Sue Ford said there was confusion about when UAF's were officially recognized as members and so some confusion about lane movement hours accumulated over the summer counting towards actual movement on the salary schedule.

Sue Ford reminded us that if we hear of any possible contract violation we must contact Sue Ford or Howard Russo **immediately** because we have only 30 days from the time the union is aware and when we have to file.

Howard Russo said that if we don't file then what the administration does becomes past practice.

Roger Ramey clarified that the 30 day deadline for filing starts as soon as the union becomes aware so that includes when a constituent talks to a Senator, especially if there is a paper trail that can be dated.

Sarah Dye said that the 2nd, 3rd and 4th issues listed on the Grievance Committee report will be fixed.

For the second, the coding should be fixed,

For the third, Tony Spahr had agreed to fix.

For the 4th, she was almost certain it would be fixed. There had been a meeting with the faculty member and Dr. Sam and she felt certain the faculty member would be paid.

Sarah Dye said that the administration was really trying to fix things that had been errors in the past but we had to remember that all that could change with a single change in administration.

IT—Attached report

Cindy Hutman raised a concern about replacing old computers for faculty. A new faculty member in her area had been told she would get a new computer in 4 years. She needed a laptop since she is teaching two online courses and enhancing all her other courses. She asked about her new computer after 4 years and was told that there was a moratorium on replacements while IT decided how to phase in Vista. A year later she asked again and was told the replacement cycle had been changed to 5 years and there is now a moratorium because of new hardware that HP is bringing out next year. She did get a computer but IT said they were making an exception because she is a heavy user. Changing the replacement time and leaving us with old, slow, out-of-date computers is affecting our ability to do our jobs.

Tim Kaar said this is an issue for replacement of computers in the classrooms, as well and that the replacement time had been 3 years.

Linda Hefferin said that the logins for computer classrooms had been changed without notification of faculty using those computers. She also said that new faculty had been taught how to use webmail but not how to access Outlook directly when on campus.

Tim Kaar said that it is very important we keep up with technology.

Sarah Dye said that she could raise these problems with Dr. Sam and the deans but is this something we need to take directly to the board?

Cindy Hutman said that she intended to write an article for the Sentinel.
Bill Demaree said that the distribution for the Sentinel had increased. It now goes to many administrators. It would not only get to faculty but might trigger action by administration. The next deadline is Oct. 13th.
Linda Hefferin said that Sarah Dye should meet with Ned Coonen first and talk to Dr. Sam once Ned had had an opportunity to discuss it with Sarah.
Sarah Dye said she would go to Ned first and try to do it before our next meeting and before the next Sentinel deadline.
Howard Russo said that Ned needed to be reminded that his department should be supporting us.
Dan Kocher said that he and Tim Kaar were trying to deal with issues with this committee. The committee no longer votes on anything. The committee seems to lack a charter or purpose.
Sarah Dye commented that it seemed to be a good time to talk to Ned Coonen

MAGIC—report attached
Membership—no report
Negotiations—no report
Vice Presidential Search Committee—Roger said that he had received 7 suggested questions from faculty but many of them were too specific for the phone interviews. They would get put into the hopper for the on-campus interviews.
Sarah Dye said that she had one that came in about college readiness that she would forward to Roger.
We have until Thursday, September 18th to get questions to Roger.

Consent Agenda

Sarah Dye asked for additions or corrections.
Joyce Fountain said that Pat O'Brien should be listed instead of Joyce Fountain on the second item.
Sarah Dye explained the items regarding attendance at ULI.
Howard Russo moved that we treat these items as a consent agenda, Tim Anderson seconded, approved unanimously.
Dan Kernler moved to approve the consent agenda, Dan Kocher seconded, approved unanimously.
Sarah Dye explained that she tries to get the consent agendas out enough ahead of time that we can all see them but that often means that corrections or changes come in after she has sent them out. Corrected versions will always be available in paper form at the meetings.

Old Business

New Business

Sarah Dye said that she and Dan Kernler were invited to a presentation on the proposed campus lockdown procedure in case of an emergency. Dan was unable to go but Sarah attended. Dean Boyd and the Elgin Police did the presentation. They want to figure out a way to share this information with faculty. She suggested that they work within the work groups on campus and do the presentation to us in our own areas. She took this idea to the deans and they agreed but Dean Boyd was concerned that it would be too many presentations. He wanted administration to do presentation to faculty. Sarah Dye felt that wasn't good enough, we need an expert doing the presentations. She hopes that it will be done this way.
Dan Kocher said this would work well for those here during the day and then they can record and make into a podcast for those who aren't here during the day. Sarah Dye volunteered Tim Kaar to record.
Sarah Dye said that administration is aware that it is hard to get information out. She also made a comment to administration about how ridiculous the presentation had been at Opening Day last year.
Sarah Dye asked for other suggestions for getting the word out.
Linda Hefferin said that we needed to remind administration again that we have 3 VP's not just one.
Sarah Dye said she actually had to ask for her and Dan Kernler to be invited.
Sarah Dye said that we will get the academic calendar at the next meeting and a plan for adding UAF office space and a report from Dr. Cowles and the Milestone Initiative.

Division Issues

Sue Ford said that we needed to come up with a plan for getting academic regalia for long-time UAF's. Something needed to be presented to Dr. Sam.

Tim Kaar said he was aware of a new academic calendar being considered that would change when grades are due.

Dan Kernler said that we need everyone at the meeting regarding the academic calendar. The issue was with making sure that there is time for students to register for the next class since registration was often dependent upon the grades from the current semester.

Tim Kaar said that faculty in his area objected adamantly to shortening the grading time at the end of the semester.

Dan Kernler said there will be a long discussion on this at the next meeting.

Sarah Dye confirmed that the Senate usually send written comments to the President on the academic calendar.

Motion to adjourn, Dan Kernler and seconded by Howard Russo.

Respectfully submitted by Lucinda Hutman, Secretary ECCFA

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