



**ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION**  
**Senate Meeting on October 1, 2008**

Sarah Dye, President, presiding

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

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

Current Senators absent: Scott Vaszily, Gary Norden

Guests: Vince Pelletier, Interim Vice President for Teaching, Learning and Student Development  
Rose Digerlando, Assistant Vice President for Teaching, Learning and Student Development  
Carol Cowles, Dean of Students  
Patti Jachowicz, Counselor and member of the SEM committee  
Blythe Burren, UAF2

**Guest Reports:**

**Carol Cowles and Student Services Milestone Initiative (see attached)**

Mission statement was adopted in December 2006.

Sometimes people mistakenly think that student services is just the “fun stuff” but it also includes support for student development.

Need to provide different services for new students versus continuing and veteran students so they want their services to follow a student development model.

Attached is an outline of overall milestones as well as more specific issues dealing with students along the path to graduation from ECC. This document is designed to make clear to students what they can expect from Student Services and what is expected of students at ECC. Can also use this document to identify where a student is in his/her academic career and what we can do for him/her at that stage.

She asked if 1 or 2 faculty would be willing to go through and consider these issues and give additional (beyond the counselors in Student Services) faculty input.

Sarah Dye said that she could ask Senators right now if any wanted to be involved but we can also go and ask our constituents for volunteers. And then the Senate would vote.

No one volunteered.

Carol Cowles said that she anticipated it would be 2 meetings and she understood that she had given us a lot to absorb on the spot.

Sarah Dye asked when she wanted to meet with the faculty that might volunteer.

Carol Cowles said that she anticipated two meetings in November. She doesn't think there will be huge problems with what they have developed. She wants this information to be

disseminated campus-wide eventually.

Sarah Dye asked that Senators ask their constituents for volunteers willing to review the Students Services information.

Rick Bonnom asked when the meetings were and how long.

Carol Cowles said that she would try to schedule meetings convenient for the faculty volunteers.

#### **Adjunct Faculty Office Space—Dr. Pelletier**

Stated that there was not enough office space for adjunct faculty and this had been a problem for years. There is no good solution.

The plan is to cut into ICT classrooms, those highlighted on the attached map of ICT. These classrooms are bigger than standard classrooms. The office would be adjacent to the hallway and a door would be cut in the wall out to the hallway. Also, MSC223 is a storage room that will be painted and converted into office space. The kitchen adjacent to the Alumni Room can also be converted to office space. This isn't ideal, it also isn't enough.

Sue Ford asked if he saw her e-mail about potential space in VPAC.

Vince said that he had spoken to Mary Hatch and she spoke to Tim Kaar about using this space.

Tim Kaar said that the storage room was right off the elevator on the 3<sup>rd</sup> floor of VPAC.

Sarah Dye clarified that the rooms will have adequate ventilation and also asked about SRC367A.

Vince Pelletier said that Ned Coonen said that the media stored in SRC367A can be moved to other storage areas.

Sarah Dye agreed that we would take what we would get to try to alleviate a major problem.

Sue Ford said that after years of complaining this is the first meaningful response we had gotten and she thanked Vince.

Sarah Dye said we have to push for the referendum.

Cindy Hutman asked about the IT office space across from ICT 126.

Sarah Dye and Vince Pelletier both said that wasn't an option since the staff in that office helped with the open computer lab in ICT125.

Rick Bonnom asked about plans for more office space at Fountain Square.

Vince Pelletier said the intention was to remodel the dance floor on the first floor of Fountain Square and make it into faculty offices.

Sarah Dye clarified that the intent was to do this before January.

Vince Pelletier said that they intended to do it over break but that Paul Dawson still needed someone to do the drawings for him.

Sarah Dye asked if Bill Kolten does some drawings for Paul Dawson.

Linda Hefferin asked about the classrooms highlighted on the second floor of ICT.

Vince Pelletier said that those classrooms were also targeted for insertion of office space.

Cindy Hutman asked if she could see the drawings.

Vince Pelletier said she would have to check with Paul Dawson.

Elizabeth Becker clarified that what would happen is that a portion of the classroom would be walled off, that portion nearest the hallway and the remainder of the room would be classroom space.

Rick Bonnom asked about the timeframe for Fountain Square.

Vince Pelletier said it was the same time frame for FSQ.

Rick Bonnom said that the space at FSQ was pretty wide open and it shouldn't be much trouble to remodel. It just needed phones and computers.

Vince Pelletier said that computers are no problem but that furniture might be a problem. We may not have chairs by the beginning of spring semester. The intent was to put in a counter for workspace and not desks to save space. That would be part of the initial construction.

Marcia Luptak said the problem isn't just desks but also storage. They have only one drawer a piece.

Elizabeth Becker suggested cabinets installed in the wall above the counters.

Vince Pelletier asked how much space was needed per faculty member for storage.

Marcia Luptak said they only had one small drawer each and a little more would be helpful. She also said they have a coat rack but it is inaccessible because there is a table under it.

### **Academic Calendar—Rose Digerlanda and Vince Pelletier**

Rose Digerlando said that as they were going over the dates on the academic calendar, they realized that it was getting cluttered with dates. The 2009 calendar is pared down. It will have links to the withdrawal dates and other important dates. They were going to take off the “grades due” date but Sarah Dye and Dan Kernler said that it should be left on.

Marcia Luptak asked when the date was for grades due for summer.

Rose Digerlando said it was at the bottom.

Howard Russo said they had not allowed enough time for grades in the spring semester.

Sarah Dye explained that the problem was students taking courses in a sequence where successful completion of one course was required for registration for the next course. Since summer started the next Monday, it was imperative to get grades in so students know what to register for.

Sue Ford asked why summer school starts that soon.

Rose Digerlando and Vince Pelletier said that if summer school starts later, it would go into August.

Many people said that is how it used to be.

Rose Digerlando said that fall semester is starting earlier and earlier.

Sue Ford said it never used to start before August 19<sup>th</sup> except for the last couple years.

Howard Russo said that some classes during the semester actually were 17 weeks instead of 16.

Rose Digerlando reminded us that if you count up the class meetings it comes out the same regardless of the number of weeks. There is no perfect way to set it up so every class meets only 16 times.

Dennis Lynch said it seems logical to set back the start of summer school. Is this calendar written in stone?

Rose Digerlando said it is not.

Dan Kernler said that last year summer school changed to only 7 weeks instead of 8 for the second session and asked why. He said that is an issue for them. Seven weeks instead of 8 is not desirable for them.

Rose Digerlando said that session 1 is actually 10 weeks.

Dan Kernler said they traditionally taught their courses in session 2

Elizabeth Becker said that they need 8 weeks.

Howard Russo asked if we could consider cutting back fall semester to 16 weeks so it would start later and adjusting the number of minutes per class.

Dan Kernler said that is not preferred by faculty and that in actuality we have 16 weeks for each course, net, with holidays, etc.

Vince Pelletier said it never works out perfectly. For fall Tuesday and Wednesday classes meet 17 times but Saturday only meets 14.

Sarah Dye said we have until November 1 to respond to the calendar.

Luis Martinez repeated that with session 2 only 7 weeks it is difficult. He teaches A & P and finds it difficult to teach that in 8 weeks. He would like the Senate and administration to consider increasing the second session to 8 weeks.

Elizabeth Becker said that extra week from 7 to 8 makes a big difference.

Vince Pelletier said that maybe we could move the start of the second session to June 7<sup>th</sup>.

Howard Russo said that the intercession is relatively new and used to start a week later. Now the intercessions are back-to-back.

Patti Jachowicz asked if there was any student data on enrollment/success to govern our decisions about the session lengths and start dates. She also reminded us of the issue of grades being needed for students to register for courses in a sequence.

Vince Pelletier said that there are four start dates but classes can end at anytime.

Luis Martinez said that we have always started the second summer session the second week in June.

Elizabeth Becker said that processing a full semester’s worth of content in 8 weeks is difficult but 7 weeks is clearly worse. Since we are stuck with the 7 week session in summer of 2009, we could compare student success rates for summer 2008 and summer 2009.

Dan Kernler suggested we continue to talk about this in the next meeting. He asked what the argument was against going into August.

Luis Martinez said that if we go a week into August then there is only one week before we are

back for fall semester.

Elizabeth Becker said that it actually works as two weeks off.

Dan Kernler said there are more issues than simply giving a break for faculty and students.

Sarah Dye reminded all that it is a choice to teach summer. If we have a shorter break then we just have to make a decision.

Dan Kernler suggested that the break should be in the beginning and that would relieve the grading issue after spring semester.

### **Strategic Enrollment Management Report—Patti Jachowicz**

Patti Jachowicz was reporting for the sub-committee addressing ways to help students enrolled in courses that have high rates of students receiving D's, F's and W's (referred to as "DFW courses"). There are 6 members of the sub-committee—3 faculty and 3 staff/administration.

The sub-committee has generated a cover letter and a resource guide for students (see attached to these minutes). These are designed to help students and faculty become more aware of services that help students be successful. The sub-committee asked the Senate to see the value of this effort and support it. They intend to meet with the coordinators for these DFW courses to put forth a more direct effort to support students. However, it would be helpful if all faculty and students were aware of these resources and so the first step is to bring it to Senate. She asked for our support.

Sue Ford asked if all students take COL101 and if this material could be distributed in that course.

Patti Jachowicz said that COL101 discusses many services but the syllabus for that course is very full. She also said that the timeliness is crucial. Students are much more likely to pay attention when they are facing challenges.

Sarah Dye reminded us that we often need to say things multiple times.

Marcia Luptak pointed out that some of her students don't go through COL101 and said they actually have a different sheet for students at FSQ.

Patti Jachowicz asked to see the FSQ sheet and reminded us that not every service was on the sheet the sub-committee had devised. Some of the language on the sheet is directly from the catalogue and it reinforces that students need to seek help from their instructor first.

Dan Kernler asked for the sheet in digital form so we can put it on D2L.

Sarah Dye asked if Patti could send it electronically to faculty.

Elizabeth Becker said adding it to D2L would be a good idea.

### **Preliminary Comment—Sarah Dye**

She has been hammering us for written reports but that is so we don't get bogged down in meetings and can attend to more important business. She doesn't mind nagging people to get the reports in. She realizes that some information is late-breaking and then we need to present it verbally in the meeting. She is asking that we not read the reports out loud in the meetings but simply ask for questions about the written reports that we have all received.

### **Secretary's Report: Cindy Hutman**

Dennis Lynch asked for rewording of his remarks from September 17<sup>th</sup>. Absences were not reported accurately and Dan Kernler had a minor correction.

Roger Ramey moved to approve the minutes from September 17<sup>th</sup> with the corrections, Howard Russo seconded. Approved with Elizabeth Becker and Rick Bonnom abstaining.

### **Treasurer's Report: Linda Hefferin**

Linda Hefferin reported a correction. \$5267 had come out of the defense fund so the balance is \$4733 but the totals below don't reflect this.

Dan Kernler asked when we get money back from IFT for legal bills.

Linda Hefferin said that they are meeting soon to decide.

Sarah Dye asked if we needed to submit a corrected version with the minutes.

Linda Hefferin said just to correct the totals on our sheets. She clarified that the check was still for work on the surgical tech faculty settlement for phone calls and meetings with the lawyers.

Howard Russo pointed out that we spent \$11,000 from the defense fund last year.

Linda Hefferin said that when devising the budget, she was told that \$10,000 would be enough but obviously it isn't.

Dan Kernler pointed out that we never seem to get any money back from IFT.  
Linda Hefferin said that the full time dues check was going out but no UAF dues had been deposited yet. She had to take \$4000 more out of savings.  
Sue Ford asked if this was because dues withholding from payroll was behind.  
Linda Hefferin said no.

### **President's Report: Sarah Dye**

Sarah Dye met with Ned Coonen regarding the IT issues discussed in the last meeting. Attached is a proposal for an Academic Computing Committee that he agreed to. There would be no faculty chair but he agreed to an administrative co-chair—Jeff Boyd. It would have membership from each division and she suggested these faculty should be at all levels of computing expertise. The deans were delighted with the idea because they are frustrated, too. She asked us to try this out to see if we can make inroads on our problems this way. Ned won't chair but he will be there most of the time. For this year she suggested hand-selecting the membership but elect in the future. Tim Kaar and Dan Kocher would continue to serve on the IT committee.  
Linda Hefferin asked who is chairing the committee.  
Sarah Dye said Karyn Stacy is chairing. If Senators want to talk to Sarah privately about potential strategies for this committee she would be happy to talk.  
Elizabeth Becker said that Steve Trail from her area would be good for the committee. He is enthusiastic, he has technology experience and he isn't afraid to speak up.  
Tim Kaar asked what authority the committee will have.  
Sarah Dye said it is unclear. Vince Pelletier will attend the meetings and Dr. Sam will be made aware of the committee's existence. She said we will have to see what happens and hope it works.  
Sarah Dye mentioned concerns about faculty attendance on committees. We will discuss this at our next meeting. She suggested that committees look at their own rules regarding attendance.  
She reported that Phil Garber is asking for a committee, like an Internal Review Board to look at proposed research projects. Sarah mentioned the outside research project she had brought to Senate earlier.  
Marcia Luptak said that this committee would review projects within the institution especially those that required cooperation from other departments. Its primary purpose would not be to deal with outside research requests.  
Sue Ford asked about the danger that we might be inundated by research requests.  
Marcia Luptak said it was like the IRB's at other schools that review research requests for ethical issues and meaningfulness, to check to see if the proposal is worthwhile. It does not mandate that an instructor allow a research project in his/her class; this is still up to the discretion of the instructor. It simply reviews a proposal before it can be used at ECC to make sure that it follows the guidelines set up by ECC.  
Sarah Dye asked if anyone wanted to serve and wondered if Marcia would have a conflict of interest since she has a research project that would come before the committee.  
Marcia Luptak said she would be willing to serve but was very busy with the VP search committee.  
Sarah Dye suggested that we find a substitute for Marcia until the VP search is over and then Marcia could be our representative on the committee.  
Sue Ford asked if there would be only one faculty member on the committee.  
Sarah Dye said she would turn in Marcia's name but if she couldn't attend, we would find a substitute.  
Ron Kowalczyk pointed out that choosing a member for this committee should have been addressed under new business.  
Howard Russo moved that Marcia Luptak serve on the IRB committee, Rick Bonnom seconded, approved with one "nay."  
Linda Hefferin pointed out that the wording for a motion should be "I move..." not "I make a motion..."  
Sue Ford asked if with this committee faculty might be forced to support outside research.  
Sarah Dye said no.

### **1st Vice President's Report: Dan Kernler**

Dan Kernler addressed the issue of the Senate and the union evolving. He said the retreat was key to this process but he also wants to do focus groups like they did for the branding initiative. The idea was to do these in the fall. He asked if there was still some momentum for this idea and if so, do we ask someone other than him to facilitate these focus groups.  
Tim Anderson said he felt there was still value in the focus group idea.  
Howard Russo mentioned the logo competition and suggested that we need more information about

where the union is headed to begin this competition.  
Sarah Dye suggested that Dan write up some talking points.  
Dan Kernler said he would work up a rough draft of an outline for the focus groups and we would address this issue more directly in the next meeting.

**2<sup>nd</sup> Vice President's Report: Sue Ford**

No report

**3<sup>rd</sup> Vice President's Report: Dan Kocher**

No report

**Communication Liaison's Report: Bill Demaree**

The form for poll judges was passed around.

**Committee Reports: see also attachments**

Sarah Dye said that there are written reports for most committees but there is nothing to be voted on in these reports.

**Academic Policy Committee**—Sarah Dye reminded us that this committee spent its entire meeting considering its own operating procedure and Linda had said we needed to keep an eye on this. Cindy Hutman said that the committee decided on its own internal procedure but that meant nothing because it isn't clear that anything the committee does will be taken seriously. Linda Hefferin said that there were problems. That Jim Dittus had been elected chair when he was a faculty member but then went into administration. Decided on Monday to go to faculty chair.

Sarah Dye said that Vince could change so that it is an administrative chair.

Linda Hefferin said he could but she didn't think he would. Another problem is that a student sits on the committee. Linda doesn't feel it is appropriate for a student to be deciding policies that he/she then needs to abide by. Should also not be party to the underlying discussion. Also, the current co-chair did not receive release time for his service. She intends to talk to administration about this along with Sarah Dye.

Sarah Dye said she sat in on the meeting. She sees that there are many problematic issues that need to be taken up with Vince. They are proposed by the committee and then they get shot down by the deans.

Howard Russo asked about the wait list policy.

Sarah Dye said that the statement that was proposed said that students must be in class the first day and that attendance policies stated in the syllabus apply to all students whether they attend the first day or not. The deans started messing around with wording. Created real problems.

Howard Russo asked if we should give it one more year and then walk away from the committee.

Dan Kernler said that ECCFA has an academic affairs committee on the books but we haven't established that committee. It wouldn't have any real power at the college, however.

Sue Ford pointed out that the current committee has no power either.

Cindy Hutman said the problem with committees like IT and APC is that the administration doesn't give them any power but then they use them as a smoke screen. "The IT committee decided..."

Dan Kocher said we could revive the Academic Affairs committee and take our concerns directly to the board and point out how frustrated we are.

Sarah Dye asked if she should talk to Vince Pelletier about our frustration and then report back to the Senate.

Elizabeth Becker asked if there was a member of the BOT who is particularly designated for instructional issues.

Sarah Dye said Bob Goetz.

Howard Russo said this has been frustrating from the beginning. Maybe the BOT needs to see the discrepancy between what the committee had been doing and what actually got enacted. It might shake up administration if the BOT saw the difference between action

and inaction.

Sarah Dye said that Dan Kocher had done something similar for IT. She suggested we take smaller steps first before we went to the BOT.

Sue Ford said we really don't want to have to go to the BOT.

#### **Negotiations—Dan Kernler**

Dan Kernler reported that although there is a salary schedule for UAF1 counselors and librarians there is no language regarding qualifying for membership.

Dan Kocher commented that there were 3 new administrative procedures approved in July that did not appear to have gone through any committee. These might even be procedures that should have gone through APC.

Dan Kernler asked Dan Kocher to give us the numbers of the new policies.

#### **Membership—Tim Anderson**

Tim Anderson reported that he is continually working with administration to confirm the UAF1, UAF2 members.

Linda Hefferin asked if we could get a report once a month of these numbers. She needs them especially for dues reporting.

Tim Anderson pointed out that the paperwork he received when he took on the membership chairmanship wasn't complete. He is working on getting membership forms signed.

Sue Ford said that members they knew had signed in the past had not been asked to sign again but we need to do this when they vote next time.

Blythe Burren asked how many members voted last time.

Sarah Dye said 75-80

#### **Grievance—**

Roger Ramey mentioned Tony Spahr's interpretation of sick leave. Spahr believes that if a faculty member is out for a week, he/she should be docked 5 sick days even if the faculty member only teaches 4 days a week.

Linda Hefferin pointed out that some administrators now work from home one day a week.

Sue Ford said this is a contractual issue and can't be settled in grievance.

Sarah Dye said the concern extends to people who are out for an entire semester is that 4 x 16 weeks or is that 84 days?

Elizabeth Becker said that it sounds like a bigger issue.

Howard Russo said the issue also involves taking ½ days. SECCA can take ¼ day.

Sue Ford said that our schedules don't fit a corporate model.

Dan Kernler commented on the extended leave issue. He said that if someone takes leave for a semester, technically they don't have a "4 day/week" schedule and so since the contract says a semester is 84 days, he believes they should be docked 84 days. This is a different issue than sick leave.

Sarah Dye said this is a "heads-up" for us that this language will be coming up in negotiations.

Sue Ford said that recently a faculty member was forced to take leave earlier than planned. She had a 4 day/week schedule and Tony is having difficulty understanding why she isn't docked 5 days/week.

Howard Russo points out that if a faculty member has a 4 day/week schedule they often do work the fifth day but don't have to put in for a sick day if they choose not to work that day. So, if that faculty member takes a semester off, he/she shouldn't be docked for not working those days, either.

Sarah Dye reminded us that by contract, we don't have to be available five days/week.

However, this won't get settled here, anyway.

Howard Russo reminded us that the reason the contract says 4 days/week is because some faculty were working only 3 days/week.

#### **Consent Agenda**

Committee memberships, addition—Ellie Swanson to replace Gretl Kramer on Sick Leave Bank.

Howard Russo moved to approve the consent agenda with the above noted addition. Rick Bonnom seconded, approved unanimously.

#### **Old Business**

**Student Evaluations**--Sue Ford raised the issue of student evaluations. She said that coordinators in some areas had been given aggregate reports for all departments so they could compare departments. It was her understanding that these reports were to be generated for divisions, not departments.

Dan Kernler said that course level reports should go to deans but if there is only one section of a course, the courses were to be pooled. Coordinators weren't supposed to see these reports, however.

Linda Hefferin said she had seen the reports and she isn't even a coordinator.

Sarah Dye asked who is left from the negotiating committee that might be able to clarify what should be done and investigate what had been done with these reports.

Dan Kernler said that the agreement did not include coordinators in the distribution of the reports.

Roger Ramey said that faculty got the report in his area, not just coordinators.

Sarah Dye said that we need some research and to discuss this at the next Senate meeting.

Sue Ford said that we still haven't seen our student evaluations from spring 2008.

Sarah Dye asked for Sue Ford, Howard Russo and Dan Kernler to investigate the dissemination of the reports.

**New Logo**—Howard Russo said that he feels they need more information before they begin the contest.

Tim Kaar said we need a "design brief" that might include our current mission and who we are. We need to discuss how we are going to open up the competition to everyone and the process for evaluating entries.

Howard Russo suggested that since we are working on who we are, we need that before we can decide on a logo.

Linda Hefferin said the logo doesn't have to include the mission, it just needs to be updated.

Tim Kaar said that the problem with the current logo is we don't have a digital file of it.

Linda Hefferin said we have enough information about ourselves to go forward with the logo contest.

Tim Kaar said we need some statement of who we are to go by for the contest.

Sarah Dye said we have 30 years of history to go on for a logo.

Sue Ford said she would be interested to see the student perception of the faculty union.

Tim Kaar reminded us that we already voted on the statement "Inspiring Learning..."

Sarah Dye asked Tim Kaar and Howard Russo to continue working on the contest.

### **New Business**

Sue Ford said that Julie Monterubbio for 3 years has been dealing with a classroom that is too cold. Students are bundled up in the classroom.

Sarah Dye said this needs to be taken to Paul Dawson.

Sue Ford said she doesn't want to be moved to a different building.

Tim Kaar commented that they actually have electric heaters in some of their classrooms.

Sarah Dye gave a preview of the guests for our next two meetings. She said that unless we decide to turn people away she will accept their requests to come to Senate meetings because it is informative for us.

Motion to adjourn, Dan Kernler and seconded by Howard Russo. Adjourned at 5:03 p.m.

Respectfully submitted by Lucinda Hutman, Secretary ECCFA

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