



FEDERATION OF  
HIGHER EDUCATION  
FACULTY AND  
PROFESSIONALS  
AFT-IFT / AFL-CIO



## ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION Senate Meeting on March 4, 2009

Sarah Dye, President, presiding

Beverly Augustine

Rick Bonnom

Sue Ford

Tim Kaar

Crystal Kerwin

Dave Lawrence

Dennis Lynch

Gary Norden

Roger Ramey

Scott Vaszily

Elizabeth Becker

Sarah Dye

Cindy Hutman

Dan Kernler

Dan Kocher

Marcia Luptak

Luis Martinez

Mary Peterhans

Howard Russo

Absent: Tim Anderson, Bill Demaree, Linda Hefferin, Ron Kowalczyk, Manuel Salgado

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

Guests: John Coffin, Associate Dean of Counseling and Career Services, Carol Cowles, Dean of Students, Jennifer Marsh, IFT representative.

### Guest Reports:

Carol Cowles was reporting for the Behavioral Intervention Team--

The team is trying to work on problems before they need discipline. This is a growing need in academia. Committees like this one tend to be more active in residential colleges they are more unusual at a community college. Faculty need to be aware of the team and access the team when needed. If we see something that concerns us, overhear something, notice a change in behavior of a student, send Carol Cowles an e-mail. It helps her to have something in writing so she can communicate better with whole team. Put information together with other information about students. Annabelle Rhoades may have more information or John Coffin from a counseling perspective. Pool information, may meet if needed (within 24 hours, if possible), decide on a course of action. Goal is to get assistance for the student before the problem causes the student to be unsuccessful or the environment becomes unsafe. The print out of information about the committee is included with agenda/minutes from today.

John Coffin commented that sometimes we use journaling in classes and students may talk about things that are very serious. However, most faculty are not trained to handle these situations even though the student trusts the faculty. The team has met 5-6 times since the beginning of the semester. They have also done some workshops. Will offer more workshops if they feel that would be good. Discuss how to deal with disruptive students in the classroom, too, to prevent the situation from escalating.

Sarah Dye asked if information about the committee was shared with everyone?

Carol Cowles said, yes, the information went out to everyone in an e-mail. They want to find a place on the website for information about this committee. They are getting an increasing number of referrals and that is a good thing. We don't know the impact of policy until we see how it affects individual students. Sometimes it has unintended consequences with students. She spends

time with students so she sees this and can change policy if needed.

**Secretary's Report: Cindy Hutman**

Marcia Luptak moved to approve minutes from the February 18<sup>th</sup> meeting with two minor changes. Dan Kernler seconded, Approved. 1 abstention.

**Treasurer's Report: Linda Hefferin**

Page 12 of agenda. Accepted.

**President's Report: Sarah Dye**

See attached report.

Sarah Dye reported that the Board of Trustees candidates forum was well-attended. All four candidates were there. Got coverage in the local newspapers—Courier and Daily Herald. Seemed to be a success and it was nice to work with SSECCA and Student Government.

Page 13-14 of agenda packet includes the final version of the coordinators. The second page are all the directors that deans wanted on the list.

Sarah Dye and the 3 Senate VP's met with administration regarding the pilot of the online student evaluations. They need a list of classes where all students have e-mail addresses listed.

These would be good classes for the pilot. We have over the years guarded the evaluation process carefully and she will continue to do so by bringing important issues to our attention.

Sue Ford said if we have any concerns about student evaluations done online, we should e-mail one of them immediately.

Dan Kernler said they are considering moving to an e-mail notification format. The student is e-mailed and given a link to the survey.

Elizabeth Becker said she is concerned that she won't be able to get all her students to do it.

Sue Ford said this is a huge issue

Elizabeth Becker asked when it would be available?

Sue Ford said there will be a range of dates when it is available to students.

Dan Kernler said they will pick a date when e-mail goes out to students and give a range of time for students to complete it.

Howard Russo asked why they want to do it online. He suggested we should say "no" because they created this mess with too much paper, etc.

Sarah Dye said it may be time to ask board if they are still interested in evaluating everyone.

Dan Kernler said the administration is really interested in moving to online. Nothing in the contract that says exactly how they will evaluate us so they could move to online without consulting us.

**1<sup>st</sup> Vice President's Report: Dan Kernler**

See attached report. Dan Kernler had a brief meeting with Phil Garber because they have set aside ½ for the Senate VP's to meet with the NCA review team.

Dan Kernler reported that Dave Lawrence is working on organizing the PB jam. He is also, working on an Arbor Day charity activity with Kane County Forest Preserve. Look for e-mail after spring break

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

See attached report. How does an in-house candidate learn why he/she was not granted an interview?

Elizabeth Becker said that would be confidential. Members of search committees shouldn't be talking to candidates directly.

Sue Ford asked if the candidate should even really be asking this question?

Rick Bonnom said, they really shouldn't.

Sue Ford asked if the long-term sub pay wording had been signed?

Dan Kernler said it hasn't gone to the board. Too late to go to the last board meeting. It is not signed by Sarah yet but will go to the next meeting.

Dave Lawrence asked about Sue's chart for assigning load and asked about number 7.

Sue Ford said she wants our approval to send this out to the deans.

Sarah Dye asked if she should present this at the dean's meeting or will that open an argument again?

Sue Ford said it shouldn't open an argument. The problems seem to still remain with misunderstanding

of some coordinators.  
Dave Lawrence asked if administration needed to go over before sent out. He said that it was not being adhered to at all, especially step 7.  
Sue Ford said that this regards the issue of new hires were being hired before UAF's getting what they want. This doesn't apply to extra load.  
Dave Lawrence asked if steps 5 and 6 are optional?  
Dan Kernler said yes.  
Howard Russo said she needed to add that load is beyond 9, 10 hours.  
Sue Ford reminded us that extra load is up to the administration. Should she put "optional."  
Elizabeth Becker said that saying "dean's discretion" is accurate. Say "additional load beyond..." to clarify. Redundant but they may need that.  
Dan Kernler asked if there is going to be any disagreement? That is his only concern about sending it out.  
Sue Ford said that if we agree that this is a clear, accurate explanation, then they can't disagree. If they do, we know where there is a problem and we need to do remediation.  
Sarah Dye asked if Sue could "fancy up" in an actual chart. Not necessarily a flow chart.  
Marcia Luptak said that one thing she is concerned about is that it looks like the administration could bypass 5 and go to 6, can't go from 1 to 3.  
Sue Ford said maybe she needs to say "first" and "then"  
Marcia Luptak asked if they could skip 5 and go to 6?  
Sue Ford said no, that would be outside seniority.  
Howard Russo said they can do that, legally.  
Sue Ford said they shouldn't do that, can't skip seniority.  
Howard Russo said we always have problems with this, very complicated.  
Elizabeth Becker said that one issue they had that came up in their department is that they added courses after original schedule. She understands that should follow this order for all courses, not just the ones in the printed schedule. Her dean didn't think he needed to do the procedure for these new courses. She found out and took the course otherwise would have had a grievance.  
Sue Ford said that the administration has been known to add a course so coordinator and faculty don't know it is in the schedule at all.  
Elizabeth Becker said we need to phrase so whenever a new class is added they have to go down the line, following step-by-step the procedure for staffing. Applies to all courses, not just what goes into printed schedule.  
Scott Vaszily suggested adding a sentence: request for load assignments, including classes added to the schedule late, must be staffed in the following order.  
Sue Ford said that 30 UAF's are getting gowns.

**3<sup>rd</sup> Vice President's Report: Dave Lawrence**

See attached report.

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

March 13<sup>th</sup> deadline for next Sentinel

**Committee Reports: see attachments**

**Academic Policy Committee—Dawn Munson**

See attached.

**Academic Computing Committee—**

See attached.

**Alliance for College Readiness—Alison Douglas**

See attached.

**Assessment Committee—Jessica Carpenter**

No report.

**BOT finance committee—Linda Hefferin**

No report.

**Branding Report—Tim Kaar**

Dan Kernler asked if we are changing the branding again?

Tim Kaar said no, this is the change which started over the summer. The college decided it was not moving in the direction they wanted to go. So they went to the second company on their list and asked if they would take the process forward. This is going to the BOT. They are sticking with the “burst” logo and they want to stick to the concept because this did well in the testing especially with students. However, they want to give the new company some latitude with actual design of logo.

**Curriculum Committee—Maureen Lange**

Didn't meet.

**Elections—Bill Demaree**

Still need to get someone to replace Bill Kolton..

**Faculty development—Beth Santell**

See attached.

**Grievance—Sue Ford and Howard Russo**

No report.

**Insurance Committee**

See attached. Meet on March 13<sup>th</sup>, 12-2 p.m. with brokers coming. SSECCA members will not be coming because they have another meeting. We are inviting others to come. We need to notify Sarah Dye ahead of time because they order lunch.

Dave Lawrence asked if the workings of this committee had any effect on UAF's?

Sarah Dye said that the UAF representative was Lynn Ducar. She is working hard to come up with something for UAF's. Dave would be welcome to come.

**IT Committee—**

No report. We have two representatives on the IT committee but they have not been invited to the meetings. Sarah Dye will talk to Ned

**MAGIC—Joyce Fountain**

See attached.

**Membership—Tim Anderson**

No report.

**Negotiations—Dan Kernler**

No report.

**SEM**

See attached.

**Student Email Rollout—**

Committee finished charge so committee is done.

**VPSLP—**

Suspended.

**Special Order—**

Elizabeth Becker moved to pull out #1 from consent agenda, leave 2-5. Howard Russo seconded. Approved.

Dan Kernler moved to approve the consent agenda. Marcia Luptak seconded. Approved.

**Approval of committee members (treat as Consent Agenda)**

1. Biology Faculty Member (FT) Search Committee: Mary O'Sullivan, Coordinator: Elizabeth Becker; Ed Kroll; Luis Martinez; Kim Tarver (MAGIC rep)
2. BNA Faculty Member (FT) Search Committee: Michelle Brynelsen, Coordinator; Karen Taylor; Linda Hefferin (MAGIC rep); also [Bev Felder, SSECCA; Jennifer Lindquist, Admin; Phyllis Thomson, Admin./Chair]
3. Achieving the Dream Initiative (RFP) Writing Team: Alison Douglas; Sharon Baker; [Chaired by Mary Perkins – one to two 2-hr. meetings planned, deadline 3/20/09]
4. Approved by senators' email votes: Peggy Dee (UAF1 Art) to replace Mark Hardiman on the ECCFA MFA Committee and Gary Christenson to replace Sue Ford on the ABEC/Reading Search Committee.
5. ABEC full-time faculty member search—Elizabeth Soderquist (UAF).

Dan Kocher moved to approve #1. Howard Russo seconded. Approved. 2 abstentions.

Dan Kernler moved to adjourn to COPE. Howard Russo seconded. Adjourned to COPE

### COPE

Sarah Dye said there are copies of the written responses made by the four candidates for BOT in our packet.

Howard Russo moved that we endorse Rick Green for BOT. Cindy Hutman seconded. Approved.

Dan Kernler asked if we wanted to endorse a second candidate.

Dennis Lynch said there are two spots open so we should consider endorsing two

candidates.

Dennis Lynch moved that we endorse Donna Redmer. Sue Ford seconded.

After extensive discussion, Dennis Lynch modified his motion to read: The ECCFA will endorse Donna Redmer and Robin Lisboa for BOT. Sue Ford agreed to the modification. Motion approved, 14 ayes, 3 nays, 1 abstain.

Discussion then went to donation of money for the candidates.

Sue Ford moved that we donate \$7500 to Rick Green's campaign and \$1000 each to Redmer and Lisboa. Howard Russo seconded. Approved.

Discussion then when to other ways of supporting the campaigns of the three candidates that we endorsed.

Sarah Dye said there would definitely be an ad in our Sentinel and asked Howard if one could run in the AFL-CIO newsletter and if the trades would send out mailers.

Howard Russo said that the trades had already notified their memberships to endorse the referendum and had said if we had mailers for BOT candidates, they would mail them to their members. It wasn't clear, however, if they would pay for the mailing or if we would have to.

Sarah Dye said she had text forwarded to her from Sue Ford for an advertisement for the ECCFA endorsing the referendum. She felt we could modify the text to advertise our endorsement of the three BOT candidates, too.

Howard said if we get the text to him, he will forward to the trade unions.

Sue Ford said that the text was sufficient for an ad for the referendum.

Sarah Dye said that we needed some art work on the ad for the BOT candidates but that we needed a quick turn-around on the artwork.

Tim Kaar agreed to do the art for the candidates ad. Sarah will send the information to Gary Christenson who will work on the copy for a press release. That copy will then go to Tim Kaar who will do the art. The final version will go back to Sarah. The ad for the referendum will include all Senators' names.

Howard moved to spend no more than \$3000 for both the BOT candidate advertisement and the referendum advertisement, and the mailing for the BOT candidates. Sue Ford seconded. Approved.

Discussion followed regarding what action we wanted to take and how much that might cost.

Dan Kernler and Roger Ramey said that Rick needed more than money. He needed people willing to do work, pass out flyers, talk to people in the district, stuff envelopes, etc.

Several suggestions were made for working neighborhoods and getting the word out.

However, concern was expressed that we not overlap. Jennifer said that she could map out areas of the district for us and assign faculty to different areas to make sure we are getting to the most people without overlapping.

Howard Russo reminded us that the trade unions have over 30,000 members that will be told to vote for the referendum and endorse whichever candidates we support.

Luis Martinez asked again about the regulations regarding using school e-mail to get out information about the candidates we endorse and the referendum. It was agreed that using school e-mail could be problematic. However, Jennifer believed that putting something in physical mailboxes shouldn't be a problem.

Jennifer Marsh asked if we wanted to do a mailing to IFT members in-district and asked if this was something we wanted to pay for.

Elizabeth Becker said she felt that would be a wise use of our money.

Dan Kernler said he will be the liaison between Rick Green and COPE.

Dan Kernler and Sarah Dye will meet with Paula Amenta about pointers for effective political action.

We decided we couldn't decide specifically how to spend our money until we knew what the candidates needed and how much mailing, printing and advertisement would cost.

Roger Ramey moved to adjourn from COPE. Howard Russo seconded.

### **Old Business**

No reports.

We still need an outside person for amendments committee.

MFA committee is working and will hear reports later.

Dues and budget committee will have a report on March 18<sup>th</sup>.

### **New Business**

Steve Trail pointed out to Sarah Dye that we should have appointed the scholarship committee in January. She wanted some guidance on what to do about ECCFA scholarship.

Dan Kernler said that Steve Trail would do it again.

Dan Kernler reported on the membership survey results. He said they are interesting. He will run them off and bring to Senate or he could get some people to read over them first and then bring important points to Senate.

Sue Ford said that everyone should read the whole report, it is only ten pages, electronic.

Sarah Dye asked if he could send it out to everybody and then discuss how to deal with results after we have read it.

Dan Kernler said he will e-mail it out and see what we want to do.

Sarah Dye said they have already found something that can do be done with the help of Bill Demaree to address the issues. He will compile a list early for the April elections. Each of us may see things that we can think of ways to handle.

Dan Kocher said he is no longer on distribution e-mail list for UAF2 faculty. He looked into the matter, and found quite a few people not on the mailing lists and quite a few on the list that shouldn't be on the list.

Sue Ford said that it should still include inactives.

Dan Kocher said that the deans need to know that UAF's are not getting information that they think is going out .

Cindy Hutman said this is a college-wide issue. It is important that UAF's get the information.

Dan Kocher suggested that he go to Lonnie and talk to her about the problems.

Sarah Dye said if this is a bigger issue then she would suggest going as far to the top in the administration as possible. Needs to be Vince Pelletier and HR together.

Dan Kocher said that if that is the case, the officers should take it to Vince Pelletier.

Dave Lawrence said they should start in HR.

Dan Kernler said it is a different list.

Sue Ford said it shouldn't be.

Cindy Hutman said it is. It used to be Susan Spengler-Abell who maintained the list.

Dan Kocher said it is actually in Lonnie Keeler's job description and so he is taking corrections to the list to Lonnie.

**Division Issues**

None were raised.

Dan Kocher moved to adjourn. Elizabeth Becker seconded. Adjourned at 5:12 p.m.

Respectfully submitted by Lucinda Hutman, ECCFA secretary