



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



**ECCFA Senate Minutes**  
**Senate Meeting: Wednesday, November 17, 2010**

**Sarah Dye, President, presiding**

<b>Josefana Aleman</b>	<b>David Lawrence</b>
<b>Mary Arndt</b>	<b>Marcia Luptak</b>
<b>Elizabeth Becker</b>	<b>Lori Macias-Clark</b>
<b>Rick Bonnom</b>	<b>Luis Martinez</b>
<b>Michele Brynelson</b>	<b>Gary Norden</b>
<b>Julie DeLong</b>	<b>Patricia O'Brien</b>
<b>Len Fitzpatrick</b>	<b>Joel Peck</b>
<b>Susan Ford</b>	<b>Roger Ramey</b>
<b>Clark Hallpike</b>	<b>Howard Russo</b>
<b>Linda Hefferin</b>	<b>Manuel Salgado</b>
<b>Cindy Hutman</b>	<b>Scott Vaszily</b>
<b>Crystal Kerwin</b>	<b>Vicki Walker</b>
<b>Dan Kocher</b>	<b>Cassandra Watson</b>

**Absent: Cathy Tomasik, Glenn Turner**

**Meeting called to order by Sarah Dye at 3:05**

**Guests:** Sarah Dye

- Co-Chairs of the Employee Scholarship Campaign: Paula Amenta, Phil Howard, Sarah Dye, Sheri Lacy
  - Lacy—this is the time of year where employees can sign up for payroll deductions or make donations to student scholarships
  - Awarded more than 180 scholarships, but did not have enough to support students' needs
  - Many of them have hardships and have had to defer their education
  - Employee participation has been around 10-15 percent. Chance for us to inform employees about campaign. Focus on communication and make sure employees know what program does.
  - Howard—thanks to Sarah for letting us come and speak. President of support staff union. Found that half of leadership of SSEECA union are ECC grads and a quarter received foundation scholarships. Strong connection between students and liking the place so much and sticking around to contribute to the college as employees. Have opportunity to support future co-workers. This is real opportunity to sign up and serve the mission of the school.
  - Dye—opportunity to connect with students and help those students be successful. My surprise when I saw level of giving for last year, the 10-15 percent surprised me. I want to encourage you to help us make that number higher. Goal is 25 percent of employee workforce giving. Can give one time small amount or do payroll deduction. If not given in past, make this the first year.
  - Lacy—it's about participation, not the dollar amount. Any amount will help students with books, fees or anything of that nature. The Foundation is a, tax deductible organization

## Secretary's Report: Lori Macias-Clark

- **Regular Meeting Minutes—November 3, 2010**
  - Luis Martinez motioned to approve the November 3 minutes. Howard Russo seconded. Approved, with six abstentions.

## Treasurer's Report: Linda Hefferin

- Report accepted.

## President's Report: Sarah Dye

- Coming Events:
  - The ECCFA End-of-Semester Party Friday, December 10<sup>th</sup> at Carmina's on Randall Road.
  - Annual Holiday Breakfast on the faculty's contractually obligated Grading Day, Friday, December 17<sup>th</sup> starting at 7:30 AM.
- Thank you to the many faculty members who have been bringing the delicious food for the Negotiating Team each week. That initiative is being co-chaired by Armando Trejo ([atrejo@elgin.edu](mailto:atrejo@elgin.edu)) and Mary Elfring ([melfring@elgin.edu](mailto:melfring@elgin.edu)). Contact one or both of them if you wish to become involved.
- Dye passed around an editorial from *The Courier News*.
- Delta dental plan—Dye said she learned today that you can share the plan with neighbors. The college not paying but opens up a group plan to anyone connected peripherally to the college. We will be getting email on the plan soon.

## Construction Report from Paul Dawson

- We had a great open house in the MPC on Wednesday thanks to the folks in Marketing. I saw quite a few of you there and I think everyone was pleased by the new classroom facility. We got some great press on that event. You know how people say, "Don't always believe what you read in the newspapers?" Well, that is true in this case. One of the articles reported that the Library and the HCC would be done in Summer 2011! The steering committee can attest to me being an optimistic guy, but that is beyond my optimism. The Library is now officially scheduled to be done December 1, 2011 and ready for Spring 2012 classes and we are close to committing on the HCC being done the same date. This is NOT been agreed to with the construction managers. However, I do believe everything I read on the internet and the world will end in 2012 according to the Mayan Calendar and so we won't have much time to enjoy our new buildings.

## Testing Center Report from Victoria Roush, Testing Manager

- Testing in MPC170 will close at 5 pm on Wednesday, November 24 and remain closed until Sunday, December 5 for the gargantuan task of packing, moving, and unpacking.
- Students can test at the Fountain Square Campus Room 408 from Monday, November 29 through Thursday, December 2 from 9 am to 8 pm. On Friday, December 3, the students can test from 9 am to 3 pm. There will be no Saturday hours on December 4 at either campus. Please call FSQ Testing at 847-214-6977 for more information.
- *Special note to Instructors: Please let me know prior to November 24, if you will need any makeup tests during the time frame of November 29 through December 5, 2010.*

## 1<sup>st</sup> Vice President's Report: Luis Martinez

- No report.

## 2<sup>nd</sup> Vice President's Report: Susan Ford

- I met with Melissa Tait last week to visit the new UA offices in MPC. There are 2, very large—each over twice the size of the work room at FSQ—with more than adequate file space, computers, printers and work space. Each has an attached conference room for private conversations with students or small group meetings. There is a large kitchen/break room. We discussed what other items were needed before the faculty took residence—bulletin

boards inside for notices, outside for office hour posting, coat racks and shelves, a supply cabinet. Melissa assured me that everything will be absolutely ready when the UAs move in next semester. I think our colleagues from Fountain Square will be very pleased!

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

- No report.

### **Committee Reports:**

#### **Academic Policy:**

**Dawn Munson & Jennifer McClure**

- No report.

#### **Academic Technology:**

**Dan Kocher & Mary Peterhans**

- The Academic Technology Committee meeting scheduled for November 12<sup>th</sup> was cancelled. No date has been set for the next meeting.
- CORRECTION: At Wednesday's senate meeting I announced that IT was implementing a change Window's log-in procedures. I was misinformed. Windows log-in procedures have not been changed. From your office computers at start up, you may log-in to the Windows operating system using either your office ID (recommended) or your academic (accessECC) ID as long as you indicate the proper internet domain name (OFFICE or ACADEMIC). I apologize for any confusion I may have caused. Please feel free to contact me if you have any questions. DK

#### **Achieving the Dream:**

**Linda Hefferin & Sarah Dye**

- A Student Success Brown Bag was held Wednesday, November 10. Approximately 20 faculty, staff, and administrators participated in the discussion on factors contributing to student success. AtD information was made available at the Community Referendum Project Open House, also held November 10. The four AtD subcommittees (Developmental, co-chaired by Mary Ann Tuerk and Julie Hartley; First-Year Experience, co-chaired by Roger Ramey and Amybeth Maurer; Advising, co-chaired by Manny Salgado and Carol Cowles; and Culture & Relationships, co-chaired by George Rosa and Sandi Brown) have all started work on their Year 1 interventions. Contact committee co-chairs if you have questions on their progress.
- The two AtD Coaches, Linda Watkins and Luzelma Carnales are scheduled now to visit ECC again March 9 and 10, 2011. Dr. Watkins full fall visit was interrupted by the recent power outage on campus
- Please continue to encourage your colleagues to become AtD champions! Send an email to Sarah Dye ([sdye@elgin.edu](mailto:sdye@elgin.edu)) with the Subject line: "I Want to be an AtD Champion" to be added to our growing list. The **AtD Champions** list currently includes faculty, staff, and administrators:
  - **Faculty:** Candy Moore, Marcia Luptak, Chalyce Deterding, Mary Peterhans, Elena Gardea, Beth Santell, Sumitra Duggirala, Dan VanTassel, Susan Timm, Celia Ramos, Lynn Ducar, Catherine Moushon, Joyce Fountain, Clark Hallpike, Dawn Munson, Shawn Mikulay, Stephanie Franco, Heidi Brelsford, Crystal Kerwin, Beth Santell, Patti Jachowicz, Sarah Dye, Linda Hefferin, Arturo Vasquez, Ron Kowalczyk, Roger Ramey, Cindy Hutman, Pat O'Brien, Maria Kazmi; Cassandra Watson, Michele Brynelsen, Dan Kocher, Dave Lawrence, Josefana Aleman, Mary Arndt, William Demaree, Jeff Weisman, Marta Walz, Tim Anderson, Michele Noel, Ruby Sanny, Rachael Tecza, Patrick Parks, Abraham Martinez-Cruz, *Tammy Ray* (45)
  - **Staff:** Stephanie Bonvallet, Phil Howard, Elaine Reid, Jacque Sweetman, Vany Wells, Kathy Meisinger (6)
  - **Administration:** Sharon Konny, John Brzegowy, Kathy Stover, Wendy Miller, Margaret Parker, John Coffin, Sharon Colby, Kim Hinrichs, Annabelle Rhoades, Peggy Gundrum, Sandi Brown, Susan Scott, Marilyn Prentice, Julie Hartley, Bev Felder, Bruce Austin, Jorge Phillips, Debra Tewolde, Micaela Banks, Daysi Diaz-Strong, Erica Romano, Frank Hernandez, Deborah Wollenberg, Irina DelGenio, Julie Schaid, Michael Shepherd, Jennifer McClure, Kristin Richmond, Amybeth Maurer, Peggy Heinrich, Irene Birkholz-Benter, Tony Spahr, Susan Van Weelden, Jeffrey Arena, Lauren Nehlsen, Tammy Few, Holly Lawyer, Michael Shepherd, Heather Larkin, Kathleen Callahan, Rose DiGerlando (42)

**Alliance for College Readiness: Alison Douglas**

- No report.

**Amendments: Dan Kocher**

- No report.

**Assessment: Shawn Mikulay**

- No report.

**BOT Finance Committee: Linda Hefferin**

- No report.

**Communication Liaison Gary Christenson**

- No report.

**COPE: Ron Kowalczyk**

- No report.

**Curriculum: Maureen Lange**

- The Curriculum Committee met on November 5 and the committee provided first and second readings on the following proposals:

- ..... The following were recommended following second reading:
  - ..... MTH  
097 Plane Geometry - Description, Outline and Outcomes Changes
  - ..... CUL  
100 Culinary Techniques – Prerequisite Change
  - ..... CUL  
106 Applied Food Service Sanitation – Prerequisite Change
  - ..... HOS  
101 Intro to the Hospitality Industry – Prerequisite and Textbook Changes

- **The following received first reading:**
  - ..... Physica  
I Therapist Assistant, AAS – Curriculum Change
  - ..... PTA  
121 Clinical Practicum I – Course Withdrawal
  - ..... PTA  
123 Clinical Practicum II – Title Change
  - ..... PTA  
242 Clinical Practicum III – Title Change
  - ..... PTA  
232 Clinical Practicum III – Title, Credit/Contact Hours, Outline and Outcome Changes
  - ..... PTA  
241 Physical Therapist Assisting IV – Description and Outline Changes
  - ..... GRD  
236 Motion Graphics and Effects – New Course
  - ..... GRD  
201 Presentation Graphics – Course Withdrawal

▪ .....	FLC
101 Elementary Chinese I – Prefix and Textbook Changes	
▪ .....	FLC
102 Elementary Chinese II – Prefix, Prerequisite and Textbook Changes	
▪ .....	FLF
101 French I – Prefix Change	
▪ .....	FLG
101 Elementary German – Prefix Change	
▪ .....	FLJ
101 Elementary Japanese I – Prefix Change	
▪ .....	FLJ
102 Elementary Japanese II – Prefix Change	
▪ .....	FLS
101 Elementary Spanish – Prefix Change	
▪ .....	FLF
102 French II – Prefix, Prerequisite and Description Changes	
▪ .....	FLG
102 Elementary German – Prefix, Prerequisite and Description Changes	
▪ .....	FLS
102 Elementary Spanish – Prefix, Prerequisite and Description Changes	
▪ .....	FLF
103 Intermediate French – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLF
110 Conversational French I – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLF
120 Conversational French II – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLF
202 Advanced French Composition Conv. – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLG
103 Intermediate German – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLG
104 Intermediate German – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLG
110 Conversational German I – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLG
120 Conversational German II – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLG
202 Advanced German Composition Conv – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLS
104 Intermediate Spanish – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLS
110 Conversational Spanish I – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLS
120 Conversational Spanish II – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLS
151 Spanish for Spanish Speakers I – Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLS
202 Advanced Spanish Composition Conv - Prefix, Number, Prerequisite and Description Changes	
▪ .....	FLS
103 Intermediate Spanish – Prefix, Number, Prerequisite, Description and Textbook Changes	

- ..... FLF  
104 Intermediate French – Prefix, Number and Prerequisite Changes
- ..... FLF  
201 French Conversation Composition – Prefix, Number and Prerequisite Changes
- ..... FLG  
201 German Conversation Composition – Prefix, Number and Prerequisite Changes
- ..... FLS  
131 Spanish for Medical Personnel I – Prefix, Number and Prerequisite Changes
- ..... FLS  
132 Spanish for Medical Personnel II – Prefix, Number and Prerequisite Changes
- ..... FLS  
141 Spanish for Teachers I – Prefix, Number and Prerequisite Changes
- ..... FLS  
142 Spanish for Teachers II – Prefix, Number and Prerequisite Changes
- ..... FLS  
152 Spanish for Spanish Speakers II – Prefix, Number and Prerequisite Changes
- ..... FLS  
201 Spanish Conversational Composition – Prefix, Number and Prerequisite Changes
- ..... FLS  
251 Topics in Spanish – Prefix, Number and Prerequisite Changes
  
- ..... CHM  
112 Elements of Chemistry: General – Outcomes Change
  
- ..... HUM  
216 Ethics – Description, Textbook, Outline and Outcomes Changes
  
- ..... Removi  
ng Textbook Information from the Course Outline
  
- ..... David  
—question about course outline. Does belong to all classes or just last one.
  
- ..... Dye—  
belongs to last class listed

**Elections:**

**Bill Demaree**

- No report.

**Faculty Development:**

**Beth Santell**

- TO FULLTIME FACULTY: The semester is quickly coming to a close. We have had a busy year in faculty development and are hoping to end it with a strong push. The last day to submit individual proposals for this year's funding is November 29, at 5:00. That is the day after Thanksgiving break. However, we would be **thrilled** if you could send it to Kathy Coatney by November 22 (**the Monday before Thanksgiving**). You'll be able to have a great break without this paperwork to think about, and we will have time to get it on our agenda for December. Remember to look at conferences, classes and other opportunities for next year if you haven't already met your limit for this year.
- Please go to the website for the **NEW FORMS**. They were updated and approved by the senate and board and are now online for 2010. Hopefully the forms will be clearer and slightly easier to complete with reminders to help you include everything needed in your application. (see instructions below)
- The following is a list of information I sent earlier in the year... good to review if you haven't yet submitted for the \$1600.00 that we are offering this calendar year. If you are a new faculty member starting fall of 2010, you are eligible to request half that amount (\$800.00). For questions please feel free to contact the representative at the end of this email.

- From spring 2010...
  - Money requested from the Faculty Development Committee is a pool of money not used the previous year from the professional expense money allocated to faculty and money allocated to faculty development per the contract times the number of full time faculty. The sooner you submit your proposals, the sooner you will know that funding is available for you. Please remember that funding is limited based on the calendar year. This is a separate pool of money from your Professional Expense dollars. Faculty Development money cannot be used for supplies, books.
  - To find the handbook instructions and forms go to <http://enet.elgin.edu/> proceed to Committees & Collaboration and you will find Faculty Development. You will be looking for forms for full time and then for individual activity/project.
  - Each class, conference, workshop... must be completed on a **separate** application form. When you submit your proposals, please include all copies of documentation (**workshop & conference programs, course descriptions and brochures with published dates and published cost, MapQuest from 1700 Spartan Drive, Elgin, airfare estimates, food, taxi...**). Do not send original receipts at that time!
  - Take the time to include all information on your request as these are used for accreditation purposes. **Carefully consider your answers to the questions on the application for funding**. We review them and require information on your professional development goals as well the impact of the activity. One of the reasons most often cited for the tabling of proposals is incomplete information in this area (a one or two sentence response).
  - **Save all original receipts** for your travel/tuition request form. Once the committee has approved your request we email your approval and a travel/tuition form. You *fill them out* return these to Kathy Coatney with *original receipts* and then they are forwarded to the finance department after they are signed. A reminder that we do not have per diem food expenses, you must have your original receipts (alcohol cannot be included in the tab). **If you eat with someone else at your meal, I would suggest requesting separate checks for the ease of submitting your proposal. Remember you have to meet all ECC travel policy requirements for reimbursement.**
  - Proposals can be mailed to Kathy Coatney, Faculty Development Secretary, VP of Instruction Office or to Beth Santell, Faculty Development Chair.
  - Proposals for funding can be submitted up to one year following the activity.
  - **Faculty are expected to file their paperwork for reimbursement within 6 months of completion of the activity** if funding is requested in advance. You are also expected to file for reimbursement within six (6) months of proposal submission date if the activity has previously taken place. Please complete as quickly as possible.
- Run into snags with getting information to business and finance office and denying things and asking for more information.
- If you are going to drink when travel on college business, ask for separate receipt. Don't put on dinner bill.
- If run into similar situations. Let dye know, and she will start a file. Stay alerted and share information.
- Ford—might be good idea to look at admin policy. Faculty were told by bus office that things weren't allowed but according to admin policy, it was allowed.
- Hefferin—recommended giving receipts to business office in person

## FAVs

### Dan Kernler

- We will be doing our annual food drive to benefit the Northern Illinois Food Bank. At this time, we're seeking volunteers to help deliver bins, monitor them and periodically deliver goods to a holding area, and then empty bins and help load them on the truck from NIFB at the conclusion of the drive. Interested parties should contact Dan Kernler at [dkernler@elgin.edu](mailto:dkernler@elgin.edu). An email to all ECCFA members will be going out soon.
- Suggested do drive Friday of ECCFA end of year party and end on Monday because pick up is December 13-15

## GIST

### David Burke

- The first of the faculty Title VI workshops was held on October 29<sup>th</sup> in a UBC meeting room. The dimensions of the Title VI grant and a developing Asian Languages and Area Studies curriculum were presented to the selected faculty. Dr. Phillip Stalley, Assistant Professor of Political Science, DePaul University, presented and discussed the history of China up to 1919. Dr. Stalley will return this next January to continue his presentation, bringing the historical background up to contemporary times. The second workshop, to be held on December 3<sup>rd</sup>, will present material on Chinese Art and its Daoist and Confucian influences. The workshop just held was followed by a luncheon in the UBC dining room. As special guests, Mr. Chu, Maoning, Vice Consul General, and Mr. Liu, Qiang, Consul, Education section, both of the Consulate General for the People's Republic of China, Chicago office, were present.
- On October 20<sup>th</sup>, the Title VI program presented The Chinese Fine Arts Society performance of "Learning Chinese through Musical Program" in the ATC Auditorium. This production was well-attended and enthusiastically received.

**Grievance: Howard Russo & Sue Ford**

- Negotiated 2 years back pay for substituting. Pay was being calculated wrong.
- Recognition to unit for UAF's settled.
- Lawrence—still paying .83 for subbing. We will be paid eventually.
- Ford—talked to Tony, found that in past years had more than 1000 subs
- Russo—can be quite expensive
- Ford—don't expect paycheck too soon because it's going to take a while

**Honors: Alice Biggers**

- No report.

**Humanities Center: David Burke**

- This fall, the Humanities Center's Speaker Series has presented Anna Maria, a very talented flamenco guitarist who informed the audience of the historical background of flamenco; Eleanor Spiess-Ferris, a talented Chicago-based artist who spoke about her artistic process in conjunction with her current show at ECC's art gallery; and, finally, David Meyer who is presenting two talks this Wednesday, November 10<sup>th</sup>, about his work in the Amazon rainforest as part of the efforts of the Amazon Rainforest Conservation Society. The Speakers Series committee members will soon be selecting speakers for the Spring 2011 semester. Any suggestions are welcome.
- The Humanities Center's International Film Series is started its fall season with showings of the award-winning "Black Orpheus", setting the classical Greek myth in contemporary Brazil at Festival time. In October, "Amores Perros" was shown, recounting three tales of people's experiences on the streets of Mexico City. Currently showing is "La Lengua de las Mariposas" (Tongue of the Butterfly). This film portrays the plight of a child coming to age just before the Spanish Civil War. It has both comedic and poignant qualities and is an audience hit. During April 2011, The Tournees Film Festival will again be presented. We have recently been informed of the success of our grant application and are looking forward to a French awareness festival on campus. The spring international film series and the Tournees film series films will be announced next semester.
- The Humanities Center's Socrates Café is alive and functioning well. Meeting at various times during the semester the participants select a philosophical issue that relates to their lives to pursue over the course of a one to one and one-half hour-long conversation. The relationship of philosophical studies to our everyday lives becomes apparent to all through the course of these discussions.

**Insurance Lyn Ducar & Vicki Walker**

- No Report. Insurance Committee is next scheduled for December 10.

**Learning Communities (Steering) Alison Douglas**

- No report.



**MAGIC:****Clark Hallpike & Kim Tarver**

- A group of MAGIC members went to see the highly controversial movie *Waiting for Superman*. It was very provocative, and it left us with much to discuss with respect to the public education system.
- Paula Amenta made a very inspiring presentation to a full house in the ATC Auditorium -- *One Woman's Journey to Zambia*. We passed the hat at the end of the presentation and collected over \$600 for orphans in Zambia
- Some scheduled events:
  - Race: *The Power of an Illusion* -- December 2nd
  - A book discussion *The Miseducation of the Negro* -- December 6<sup>th</sup>

**Membership:****Connie Orbeta****Fall Semester 2010** – as of 09/28/10

- **Full time faculty**
  - 140 Members (4 non-members)
  - 144 eligible
- **UA1s**
  - 44 Members (132 non-members)
  - 176 eligible plus 10 INAs
- **UA2s**
  - 133 Members (51 non-members)
  - 184 eligible plus 5 INAs
  - Total signed members 317
  - Total 504 Faculty plus 15 INAs

**Negotiations:****Luis Martinez**

- The ECCFA negotiation committee has been working hard to advance the process. Please keep checking the Dispatches Blog on the ECCFA website for the latest update.

**Scholarship:****Bev Augustine**

- No report.
- Hallpike—scholarship committee like to thank Russo for getting donation from Elgin Trade Council which will be put in ECCFA endowment

**Sentinel:****Bill Demaree**

- The last issue of 2010 is scheduled for Tuesday, 7 December; this means I need all articles by Friday, 3 December.

**Sick Bank:****Ellie Swanson**

- Sick Leave Bank Committee has approved a request for 25 days from the pool.

**Strategic Planning:****Jim Dittus, Sumitra Duggirala, Phil Garber, & Elizabeth McNulty**

- Committee on hiatus.

**Webmaster:****Tammy Ray**

- ECCFA Blog – The ECCFA Blog, *Dispatches*, has a link on the ECCFA Web site home page. The blog may also be accessed by going to <http://eccfaculty.org/blog>.
- Senate Agenda & Minutes – Most recent agenda and approved minutes are posted at <http://eccfaculty.org/minutes>, when they become available.
- Sentinel – The November issue of *The Sentinel* has been posted to the Web site.

**Other committees**

## Special Orders

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

- **Retention Alert Committee** (Chairs: Vany Wells; John Coffin): Tammy Ray
- **David Lawrence motioned to accept the consent agenda. Roger Ramey seconded. Approved.**

## Old Business

**Timing of NIFB Drive:** November 29<sup>th</sup> until December 10<sup>th</sup> or December 17<sup>th</sup>?

### **End-of-Semester Party**

- Luis Martinez said that Arturo Vasquez and his band have confirmed to play at the end-of-the-semester gathering. The cost for the band will be \$475. We need to get out invitations and get a head count, so we can get the appropriate size.
- Dye said we will be welcoming the Fountain Square employees to the Spartan Drive campus.
- We will also ask for donations from Dr. Sam, HR, and others
- **Howard Russo motioned to approve \$600 for the gathering. Ford seconded. Approved.**
- Hefferin commented that we do have a credit of \$250 on our account.
- Watson recommended that everyone RSVP for the gathering.
- Luptak said that we need to be prepared that not everyone will RSVP. Some people will just show up.
- Kocher suggested sending out an invitation through Outlook.
- Dye said she will work on the invitations.

## New Business

### **Negotiations--Approval of consultant fee**

- Martinez said that we to use the services of a consultant to go over some of the proposals we have been discussing at the table. He asked the Senate to approve \$500 for consultant fees. He said we may not need the \$500, but he doesn't want to have to come back next week to ask for more money.
- Marcia Luptak moved that we approve up to \$500 for the consultant. Elizabeth Becker seconded.
- Becker asked if we were talking about a legal consultant.
- Martinez said, no, the consult is "an expert."
- Clark Hallpike commented that \$500 seems to be a too small of an amount.
- **Joel Peck amended the motion, and moved that \$1000 be approved. Luptak and Becker amended their previous motion, increasing the amount to \$1000. Approved.**
- Martinez also said that we need to get more signs with the "ECCFA Unity" signs. He said he has walked around campus and seen many office doors without the signs. He said, "We need to see the signs."
- Dye said she can mail a color copy of the signs to all faculty for their office doors.
- Russo said that we also need to show support on our bodies by wearing buttons supporting the Negotiations team. He said that 1000 buttons cost \$100.
  - **Dan Kocher moved to approve \$100 for buttons. Pat O'Brien seconded. Approved.**
- Martinez thanked everyone again for providing such a wonderful array of meals. The meetings are getting longer and the energy provided by the meals is helpful.
- Becker said that whenever the presence of the faculty is needed in the hallways during vigils or other meetings, to let us know.
- Martinez said he will send out an email if the presence of the faculty is needed.

## Articulation of International Coursework

- Dye said records and registration want to add a time limit on articulation of coursework that needs to be processed before a student goes to foreign college or university. The deans are wondering if those requests should be signed by instructional coordinator?
- Ford said it was part of coordinator's responsibility
- Kocher said that normally the evaluation of courses is done by registration
- Dye said they go to Lauren Nielsen who handles it with Jennifer McClure
- Ford said the registrar should handle it and not the instructional coordinators

### **Retention Alert System: Rick Bonnom**

- Bonnom said that the Retention Alert System is going well. The procedure is the same. A minor problem is that when a request is sent by an instructor, the faculty member doesn't know when the contact has been made to the student. He said faculty might send early alert and email or phone call to student. The next day, someone else might be trying to contact student after instructor has already contacted student. If someone gets a resolution it should be routed back to the original faculty member who made the request. He said that questions are going to John Coffin, but he is not dealing with them, instead rerouting them. Bonnom asked Dye to go to Carol Cowles to try and get the issue resolved.

### **Catering Issues**

- Cassandra Watson says that she has been having trouble with catering services leaving food and other items in her classroom. She is wondering why catering isn't cleaning up after the events are taking place. She said that on one occasion, she moved the food outside, and it sat there for three more days before being taken care of.
- Hutman said that this has happened in the past, and we have had to actively complain. It seems to be an ongoing problem.
- Dye said she will talk to Maria Terry and see if they can be a little quicker about clearing out the used food items.

### **Communication During Negotiations**

- Hutman made a suggestion about needing more communication about negotiations. She said we need to let people know what's going on when the negotiations team starts asking for support. She is concerned there might be a backlash from employees who are not familiar with the process. She said it was better to inform them not than to wait until the last minute.
- Martinez said he didn't want to send an email asking people to show up at a Board of Trustees meeting until the team meets again. He said the team has discussed informational meetings.
- Hutman said that we should have something more than what is on the blog. We have a lot of new faculty who aren't aware of the process. If we don't keep them informed, when it is time to get support, they may wonder why they haven't been kept updated.
- Martinez—decision to inform people is decision the team makes
- Watson suggested that Gary Christenson could send out a email saying when the blog has been updated.
- Hutman said she had perfect faith in the team, and this is not criticism. "I'm just worried about those who don't understand."
- Martinez said that the decision to inform people is a decision the team makes.
- Dye said it might be helpful to get testimonials from faculty.
- Luptak said that maybe we could send out a "Negotiations 101" email saying what things are and what their purpose is and how to support the negotiations team.
- Martinez will ask Christensen to come up with something that can be sent out to Senators to send to their constituents.
- Martinez said that the problem with sending an email is that not everyone pays attention. If need be, we may need to call a faculty meeting.

### **RIF documents—Susan Ford**

- Ford said they finally got all the RIF documents from the Deans' Offices. The records do not match the records that ECCFA or HR has. She is asking the vice president to ask the deans to hold off on updating the documents.

The deans should be asking the Senate about updating. They are being asked to hold off until after negotiations before updating. If a coordinator hears from a dean that he/she wants to update a RIF document, do it because we don't want insubordination issues but send it to grievance. Instructional Coordinators can let the deans know updating the documents is not compliant with the contract.

## **Division Issues**

### **Adjournment**

- **Howard Russo moved to adjourn. Pat O'Brien seconded. Meeting adjourned at 4:07 pm.**

**Respectfully submitted by Lori Macias-Clark, ECCFA Secretary**