



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



**ECCFA Senate Minutes**  
**Senate Meeting: Wednesday, November 16, 2011**

**Sarah Dye, President, presiding**

Frank Aleman  
Michele Brynelsen  
Lori Clark  
Len Fitzpatrick  
Linda Hefferin  
Dan Kocher  
David Lawrence  
Marcia Luptak  
Loretta McCallister

Gary Norden  
Chad Pearion  
Joyce Ross  
Cathy Tomasik  
Armando Trejo  
Glenn Turner  
Scott Vaszily  
Cassandra Watson

**Absent**—*for the business portion of the meeting\**

Mary Arndt, Rick Bonnom, Carl DeCarlo, Julie DeLong, Cindy Hutman, Luis Martinez, Pat O'Brien, Joel Peck, Miroslav Rezac, Howard Russo, Vicki Walker.

***\*(Arndt, Bonnom, and DeLong were on the building tour but had to leave afterwards to teach).***

***Prior to the regular meeting convening, the Senators toured the new Academic Library and Health Services Building.***

**Meeting called to order by Sarah Dye at 4:12, following the building tours.**

**Visitors**

**Marcy Thompson—Assistant VP TLSD**

- Thompson visited the Senate to discuss Opening Day activities. Because the SSECCA contract has changed, SSECCA employees are no longer contractually required to attend workshops after the Opening Day speaker; however, they are still required to be there until 11 am.
- She said when we were all at Opening Day together, they tried very hard to come up with sessions for faculty and support staff, but the sessions became crowded, and it was realized they couldn't do it all in one day.
- Thompson said she understood that we don't want to go back to having back-to-back sessions as we did in the past. One idea is to not have any break-out sessions after the speaker, and faculty would be in charge of the hour after Dr. Sam speaks. This could be a time to share updates with faculty or have individual faculty give presentations. There will not be a paid outside speaker at the spring Opening Day activities.
- Len Fitzpatrick asked if we could have our divisional meetings after Dr. Sam's presentation.
- Thompson said we have to have something scheduled during the hour after Dr. Sam speaks. The hour has to be planned because it is an all-college commitment.
- Dye said she was sorry to hear that Dr. Sam won't give up that 10-11 hour. Due to convocation and meetings, the contractual day that was meant to be used to prepare for classes has slipped away from us.
- Kocher said that this is an opportunity for us to speak to the entire college as a faculty for an hour. Is there something we can say, maybe something we consider important or even meaningful to our audience.

- Dye suggested we develop a committee to come up with ideas to bring back to Senate. Linda Hefferin, Jessica Carpenter, Dan Kocher, and Michele Brynensen volunteered to assist Thompson in planning.
  - Trejo moved to approve the committee. Pearion seconded. Approved.

**Secretary’s Report: Lori Clark**

- Watson made a motion to approve the corrected November 2, 2011 minutes. Trejo seconded. Minutes approved.

**Treasurer’s Report: Linda Hefferin**

- Report attached at the end of the agenda.
- Report accepted.

**President’s Report: Sarah Dye**

- To better serve our faculty colleagues information-wise, I have added some reporters to our regular list: CETL, Equity Action, and Distance Learning. It is my personal wish to help faculty stay abreast of what is happening on campus. Some of the information is available in other ways and venues too so just ignore it if you have already seen the information before in emails, FB postings, the Sentinel, meetings or just word of mouth!
- Congratulations to the ECC Speech Team on their wins at the tournament at Kishwaukee recently. They are coached by our own Tim Anderson.
- A Senator asked about when the landscaping on the median on Spartan Drive is going to be done. It has been done already; it is a Bioswale which will take 2-4 years to fill out and contains native Illinois plantings. The college does not own that median; it is owned by the City of Elgin.
- A Senator asked for information on Staff IDs. Staff IDs will be an issue that the President’s Cabinet has assigned the new Chief Human Resources officer to oversee when she assumes her position on January 3, 2012. No information was available about how long it will take to implement that project.
- I am still researching information on one issues brought by Senator: 4 trees planted in front of the Spartan Drive Fox Valley River sculpture.

**1<sup>st</sup> Vice President’s Report: Luis Martinez**

- We received the report on air quality/mold testing of the upper SRC building. According to the contractor, the results are in the normal ranges. The contractor suggested testing on an annual basis. Sharon Konny has communicated that the college will continue to do this type of testing on a yearly basis.

**2<sup>nd</sup> Vice President’s Report: Dan Kocher**

- No report

**3<sup>rd</sup> Vice President’s Report: Cassandra Watson**

- No report

**Committee Reports—**

**Academic Policy: Keith Lewis (and Jennifer McClure)**

- No report.

**Academic Technology: Dan Kocher & Mary Peterhans**

- No meetings held so far this semester. Still trying to resolve who should attend from the administration side.

**Achieving the Dream: Linda Hefferin & Sarah Dye**

- The Dev Ed strategy group presented their Dev Ed Report Card on Wednesday afternoon in the UBC dining room. Close to 50 faculty, staff, and administrators attended the presentations where we heard updates from the co-chairs all of the strategy workgroups.

**Alliance for College Readiness: Tina Ballard (for Alison Douglas)**

- The College Alliance teams continue to meet monthly. The Math team is working on developing a high school course for seniors to help refresh math skills. The Reading team is working to develop a survey for K-16 instructors to identify what reading skills are needed for each area and what the needs are for content area teachers. The goal is to take the information from the survey and develop professional development opportunities for teachers. The Science/STEM team will be bringing in a speaker for their December meeting. The Writing team is working to develop a workshop for high school seniors that will help them understand what the placement test is and what they can do to be successful on it. We have a wonderful group of faculty involved, but would love to have others join us. Please contact Tina Ballard if you are interested in joining our team meetings!

**Amendments: Dan Kocher**

- No report.

**Assessment Committee: Eric Long**

- No report.

**BOT Finance Committee: Linda Hefferin**

- No report.

**CETL Workshops: Carlen Vire-Smith**

**Course Development Using D2L Course Builder**

- Presenters: Christian Zehelein & Tammy Ray
- CFD 302-302 Friday, November 18, 2011, 1:00 p.m. – 3:00 p.m. (ICT 128)

**Using Google Tools**

- Presenters: Christian Zehelein / Tammy Ray
- CFD 210-301 Wednesday, November 30, 2011, 6:00 p.m. – 8:00 p.m. (ICT 128)

**Faculty Success Series – Session #6 How Reflection Can Enhance the Art of Teaching**

- Presenters: Glenn Earl, Polly Nash, and Kim Tarver
- CFD 501-308 Friday, December 2, 2011, 9 a.m. - Noon (Room change to SRC 320)
- A continental breakfast provided
- **Please register for the above CETL workshops via AccessECC ([www.elgin.edu/accessecc](http://www.elgin.edu/accessecc) )**

**D2L OPEN LAB (\* No Reservation Required)**

- Have a question or need help with setting up your course in D2L? Stop by to get one-on-one assistance (w/ Tammy Ray)
- Friday, December 9, 2011, 9:00 a.m. – Noon (ICT 202)

**Communication Liaison: Gary Christenson**

- No report.

**COPE: Ron Kowalczyk**

- No report

#### **Curriculum:**

#### **Joe Rosenfeld**

- I am pleased to report that the Curriculum Committee has caught up with the business that was carried over since Work to Rule. Thanks to both staff and faculty for their hard work.
- In addition to the normal committee business, we have been hearing from staff member who work with the committee. They have been discussing their role in the process of curriculum change. We have also been engaged in ongoing discussion regarding transfer degrees, and the similarities and differences between the Associate of Arts, and the Associates of Science Degrees. This is also an issue being addressed by the ICCB so we are not taking any action at this time.
- Finally, we will be finalizing out revised By-Laws sometime during the spring semester. More on that as it evolves.

#### **Distance Learning:**

#### **Billie Barnett**

- SAVE THE DATE!
- Friday, March 2, 2012 Distance Learning Conference:
- “Enriching Learning Environments with Technology”
- 8:00 A.M. – 2:30 P.M. - UBC
- We Need Your Proposal and Your Support!
- Questions? Contact Billie Barnett, [bbarnett@elgin.edu](mailto:bbarnett@elgin.edu), 847-214-7945

#### **Elections:**

#### **Bill Demaree**

- No report.

#### **Equity Action:**

#### **George Rosa & Sandi Brown**

- Our October 28<sup>th</sup> “Importance of Cultural Competency at ECC” session was a success. Our November 18<sup>th</sup> session was FULL however, there is still an opportunity to join us on Friday, December 2<sup>nd</sup> for the last workshop this year (2011). We will begin offering more sessions after the New Year for anyone that has not been able to attend the previous workshops. For more details about the December 2<sup>nd</sup> workshop, please George or Sandi.
- **Registration email:** [ECCEquityAction@elgin.edu](mailto:ECCEquityAction@elgin.edu)

#### **Faculty Development:**

#### **Beth Santell**

- Rewriting of the Faculty Development Handbook is going well. We are anticipating our final meeting will be on December 1, and will then forward it to Dr. Sam to present to the senate.
- The last day to submit individual proposals for this year’s funding is November 28, 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 21 (**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**.
- The following is a list of information I have sent previously... 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 2011, you are eligible to request half that amount (\$800.00).
- 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 looking for forms for full time and then for individual activity/project. You might want to print out the handbook so you have all the information.
- **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, baggage estimate, 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 and* 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.

## FAVs

### Rick Bonnom

- **Did you know that hunger is exploding in our communities? Would you like to help? Here is your chance!**
- This is your opportunity to take the next step. SSECCA and ECCFA are sponsoring their second volunteer opportunity at the Geneva warehouse location of the Northern Illinois Food Bank (NIFB). Your afternoon may consist of sorting foods, washing cans, packing food items, checking dates or other duties that may need to be done. All volunteer tasks will be complete by 3:30 p.m.
- **Date:** Saturday, December 10, 2011
- **Time:** 1 pm – 3:30 pm (please arrive 15 minutes early)
- **Who can volunteer:** Anyone over the age of 14
- **Where:** NIFB, 273 Dearborn Court, Geneva, IL 60134 – **New location**
- **What do I need to do to volunteer?** Contact Vickie Wiskirchen ([vwiskirchen@elgin.edu](mailto:vwiskirchen@elgin.edu)) or Rick Bonnom ([rbonnom@elgin.edu](mailto:rbonnom@elgin.edu)) so we can get an accurate head count on volunteers.
- **Some facts on hunger and the NIFB:**
  - NIFB provides food for an estimated 502,400 different people annually An increase of 168% from 2006
  - Approximately 61,600 different people receive assistance in any given week, an increase of 65% from 2006
  - 48% of the members of households served by NIFB are children under 18 years of age
  - 6% of the members of households are elderly
  - 43% of households include at least one employed adult
  - 66% have incomes below the official federal poverty level during the previous month
  - 33% of clients served by NIFB receive SNAP (Food Stamp) benefits
  - 47% of households with children ages 0-3 receive Special SNAP for Women Infants Children
  - 53% and 35% respectively of households with school-age children participate in federal school lunch and school breakfast programs

- 1% of households with school-age children participate in the summer food service program
- **ECCFA members are especially encouraged to consider volunteering and joining us to support this great local agency!**

**GIST** **David Burke**

- No report.

**Grievance:** **Howard Russo & Susan Ford**

- Ford reported that the Grievance Committee had put forward nine grievances. All of them have been settled except for one.
- She said if anyone missed divisional meetings and got docked a half day, he or she will be getting the time replaced.

**Honors:** **Johanna Cummings**

- The Honors Committee has no report. Our next meeting will take place on November 14<sup>th</sup> at 3 p.m.

**Humanities Center:** **David Burke**

- No report.

**Insurance** **Lynn Ducar & Vicki Walker**

- Finally, the Insurance Committee has been scheduled by the new Director of Benefits, Whitney Kuhlin, for Tuesday afternoon, November 22<sup>nd</sup>.

**Learning Communities (Steering)** **Colleen Stribling**

- No report

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

- No report

**Membership:** **Connie Orbeta**

**As of November 16, 2011**

**Full time faculty 100%**

143 Members

143 eligible

**UA1s 52%** (Spring 2011 – 61%)

89 Members

(83 non-members)

172 eligible

**UA2s 91%** (Spring 2011 – 89%)

194 Members

(18 non-members)

212 eligible

**INAs**

14

3 Members

**Total signed members 426**

(Spring 2011 – 430 members)

Total 527 – Faculty eligible

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

- No report.

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

- No report.

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

- I received no submissions for the November *Sentinel*. Toward the end of the month, I will press for submissions for the early December issue.

### Sentinel Dates for 2011-2012

Due Date	Publication Date
Fri., 11 Nov. 2011	Tues., 15 Nov. 2011
Fri., 9 Dec. 2011	Tues., 13 Dec. 2011
Mon., 13 Feb. 2012	Wed., 15 Feb. 2012
Mon., 12 March 2012	Thurs., 15 March 2012
Thurs., 12 April 2012	Mon., 16 April 2012
Thurs., 10 May 2012	Mon., 14 May 2012

**Sick Bank: Ellie Swanson**

- The Committee has approved the requests of case #38 for 3 days and case #39 for 9 days.

**Social Media Jessica Carpenter**

- Major topics covered recently are SB512 (it's back) and Dan Kernler's informational sessions on the salary schedule. There have also been informational posts about ECCFA meetings (including a blurb on John Dalton coming to the last one), the fitness center, Microsoft media at home, the D2L Newsletter, the clothesline project, and the time change as well as several congratulatory post about ECCFA members. Monthly active users remain at about 350 people.

**Strategic Planning Committee: Elizabeth McNulty & Phil Garber**

- At the November 10 meeting, Phil Garber gave the committee a list of topics organized by theme that will be considered for the new Strategic Plan. These topics came in part from the current plan but also included other suggestions that Phil has received. Committee members then brainstormed for topics that they would like see in the new plan. Faculty should look at this list (attached), especially items concerning faculty development, and send feedback and/or suggestions for other topics to faculty committee representatives ([emcnulty@elgin.edu](mailto:emcnulty@elgin.edu) or [sduggirala@elgin.edu](mailto:sduggirala@elgin.edu)) before the next Strategic Planning meeting on December 8. The committee will then look for underlying themes in the suggested topics and begin to form goals. We hope to cut down the number of goals from the current twelve in order to have a more focused plan.
- See attachment at the end of this Senate agenda for the list of topics which the committee is requesting feedback for from faculty members.

**Webmaster: Tammy Ray**

- No report.

**Working Relations Task Force Mary Arndt, Elizabeth Becker, John Slawson, Rachael Tecza**

- No report.

**Special Orders**

***Approval of committee members (could be treated as Consent Agenda)***

**COPE**

- **Report from Howard Russo, ECCFA's Elgin Trade Council Representative:** Last night I met with Farnam, Noland and Lauzen. They all assured us that this current pension bill will not be going forward and that none of them would support it. We still have to keep telling the politicians that we don't support this bill.

**Old Business**

***Abbreviated Senate Minutes issue (Sarah Dye)***

- Dye reported that an email had been received from Tammy Ray about how it is difficult for her to work with just an abbreviated agenda. Ray is in an appointed position for the ECCFA. She said that others have received comments about people not being able to view the minutes. She asked the Senate to reconsider the abbreviated minutes because a lot of information gets missed. This is one of the best communication devices we have.
- Carpenter suggested we could abbreviate specific topics/sections.
- Dye said we can all condition ourselves to be sensitive when speaking.
- Vaszily said it is not that hard to ask to be off the record.
- Dye said the more media outlets we have to get information out to our colleagues, the better.
- This issue will be discussed at the next Senate meeting.

***Update on Tenure & Evaluation Handbook Committee Negotiation (Gary Norden, Dave Zacker, Luis Martinez)***

- Norden said the committee has met twice. The deans and faculty are putting together lists and hashing out the details. He said they will not be meeting the November 15 deadline.
- Dye said they need to send an email to Dr. Sam asking for an extension.
- Ford asked if the handbooks are being massively re-written.
- Luptak said the Faculty Development handbook has received an extension. She said there are a couple small issues but nothing of concern.
- Norden said they mostly had questions on clarification and what things really mean.
- Dye said she will put this item on the agenda for the next meeting so that updates can be provided.

***Telecourse Update (Jessica Carpenter)***

- Carpenter presented data that she had received from telecourse students from five courses. She told the students that ECC was thinking of getting rid of telecourses. The students were asked why they take telecourses.
- Carpenter reported that students said pacing was important because there are relatively flexible due dates. She said the 88 students responding said that replacing telecourses will not meet their needs. Some students said the late start was important. They liked being able to work ahead. No one complained about the DVDs. Some students said they would not be in college if the telecourses were not offered.
- Dye said that IR is gathering information, as well, and will bring that information back to the committee, which will, hopefully, have faculty representatives.
- Carpenter said the information has been sent to Tim Moore and Distance Learning. She will be sending the responses to the administration tomorrow, November 17, 2011.

***Distribution of contracts (Sarah Dye)***

- Dye said there are still a number of faculty members who haven't received contracts. She has two suggestions: we can schedule times in the ECCFA office for faculty to come and pick up their contracts. Volunteers would be needed to be in the office during the scheduled times. The other suggestion is to send them out via campus mail.
- Ford said they were not certain of the accuracy of who had received contracts based on the Opening Day list. A couple of names couldn't be read at all. Some contracts have been distributed since the list was compiled. Senators need to look at their constituents and find out who does and doesn't have a contract.
- Dye asked why faculty members need to sign for their contracts.
- Kocher said it was a way to keep track because we have a limited number of contracts.
- Trejo suggested we could keep the contracts at the reference desk in the library.
- Hefferin said we would need permission because it might be difficult to do ECCFA business at the library.
- Lawrence said we should try to get permission from the dean of the library and leave them there.
- Ford said they will still have to sign for it.
- Ross asked if faculty come and pick up their contracts, how will we know the ones who don't come and pick them up and who already has it?



- Dye said Senators will need to contact constituents to see if they have a contract. If they don't, they'll have to come by the union office and pick them up.
- Kocher said he will speak to UAF2 senators and will make arrangements to have them mailed.
- Luptak said if someone doesn't have a contract by now, they should be contacting their Senators to get them. She doesn't think we should be wasting time in an office to have people pick them up. The faculty should take the initiative.

## **New Business**

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

- Watson said we need to start thinking about whether we will have an end of semester party so that we can start planning it. Trejo and Ford volunteered to look into planning the party.

## **Division Issues**

### ***HP Class***

- Brynelsen said that the HP class (which is like Col 101 for nursing students) is 20 students, so they have four sections. She wondered if they could change the class size to 27 students in two classes and 26 students in another.
- Hefferin said she would need to look at the master course table to see if that is possible. She said we can agree to go over the maximum, but administration can't force us to go over the limit.

### ***Counselor Meeting***

- Trejo reported that there some librarians who were concerned about a November 3 meeting that took place with the counselors, Dr. Sam, Rose DiGerlando, and Dr. Cowles.
- Dye said that Dr. Sam requested the meetings because student surveys have shown a lot of criticism about counseling. Apparently, the Board of Trustees has criticized Dr. Sam and wants something done about the criticism of counseling. A consultant was brought in to do a study of counseling, but the board continues to be concerned. Cowles is now in charge of counseling. A concern has been the number of hours the counselors work. Sam went to counselors and told them they have to find ways to improve services to students. Sam said he wouldn't bring in a consultant to help them make changes; he said the counselors need to figure it out on their own.
- Dye said there weren't criticisms about the librarians.

## **Adjournment:**

- **November 16, 2011 meeting adjourned at 5:15 pm**

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