



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



ECCFA Senate Minutes
Senate Meeting: Wednesday, December 14, 2011

Sarah Dye, President, presiding

Mary Arndt
Michele Brynelsen
Lori Clark
Julie DeLong
Linda Hefferin
Cindy Hutman
Dan Kocher
David Lawrence
Marcia Luptak

Loretta McCallister
Pat O'Brien
Chad Pearion
Joel Peck
Howard Russo
Joyce Ross
Cathy Tomasik
Armando Trejo
Scott Vaszily
Cassandra Watson

Absent: Frank Aleman, Rick Bonnom, Carl DeCarlo, Len Fitzpatrick, Luis Martinez, Gary Norden, Miroslav Rezac, Glenn Turner, Vicki Walker

Meeting called to order by Sarah Dye at 3:06.

Visitors:

Sheri Lacey and Katherine Sawyer, Employee Giving Campaign (3-5 minutes)

- Sawyer said she appreciated the opportunity to visit the Senate, and she is looking forward to getting to know everyone. She asked Senators to invite her into their classrooms. Originally at Harper, Sawyer said she is from the area, but this is a new district, and she is excited to see students from all over come here to be educated.
- In talking about the Employee Campaign, Sawyer said they don't measure their success by dollars, but they measure by participation. She said that when The Foundation applies for grants, they will be asked if Board members, administrators, faculty, and others participate. If our own people don't participate, grant-awarding organizations may question why to invest in The Foundation. She said that faculty participation and giving helps in pursuing new programs and scholarships.
- She thanked those who participate already. She said that as of right now, 124 employees have given, which is about 10 percent. She hopes that number will grow this year. The deadline to give is December 19.
- For employees using payroll deduction, it will begin in January. If employees participated last year, they will need to re-enroll.

Secretary's Report: Lori Clark

- Howard Russo moved to approve the November 20, 2011 minutes. Pat O'Brien seconded. Approved with four abstentions.

Treasurer's Report: Linda Hefferin

- Hefferin reported that only one full-time faculty member, Alice Biggers, is retiring. A check has been submitted for her.
- She said she attended the Finance Committee meeting this week. She received checks from Ellie MacKinney and Donna Redmer for the Northern Illinois Food Bank.
- Hefferin passed around a note from MacKinney, thanking the Senate for the invitation to the end-of-semester party and expressing her appreciation to the faculty, and from Bob Getz, offering wishes for a happy holiday.

President's Report: Sarah Dye

Reminder for FT faculty from Jennifer Lorek, Benefits Specialist:

- As a gentle reminder, professional development/expense reimbursement requests must be submitted no later than thirty (30) days following the end of the calendar year in which the expense was incurred.
- Please be sure to submit your completed reimbursement requests for 2011 funds, including all required documentation, to your Dean's office no later than Monday, January 30, 2012. Expenses must be incurred on or before 12/31/11, but you have until 1/30/12 to turn in the paperwork. Any unused monies will not carry-over. Instead, they will be automatically deposited into the professional development and expense account with the Faculty Development Committee ("big pool" of funds).
- A link to the professional development/expense form is provided below for your convenience.
- <https://enet.elgin.edu/WorkArea/DownloadAsset.aspx?id=2358> Professional Expense Reimbursement Request

2nd Reminder:

- The ECCFA Office will be moved to ITR 146 for the SP 2012 and early SU 2012 semesters because of the remodeling that will take place in MSC starting as soon as this semester is over. We will then move permanently in June or July to space in the remodeled SRC 2nd floor when the old library was located. The SSECCA office will be located nearby too once the space is finished the second floor SRC remodel is complete. Faculty will need to have ECC parking permit tags in order to use the small parking lot on Fletcher Drive or the lot behind HBT. If you no longer have an ECC parking tag, then you can get one through your dean's office coordinator or from the ECC Police Department as I understand the system.
- **Packing up office on Friday at noon.**
 - Lawrence asked if people could get there before noon.
 - Russo said if people have keys, they can start packing and labeling boxes prior to noon.

2nd Reminder concerning faculty and programs moving to new offices and buildings from Ms. Konny's office:

- Please be aware that non-ECC employees are not allowed to assist with the upcoming moves due to the risk of personal injuries and/or breakage of personal belongings.

2nd Reminder from Tammy Few, Interim Chief Human Resources Officer:

- As you know, pursuant to Article 6.17 (FT) and Article 8.8.3 (UAF), "*Lane change activities completed by December 31, and documented no later than February 15, shall be awarded on the salary schedule for that calendar year.*"
- However, due to some confusion surrounding deadlines for submission of official transcripts for lane movement this past spring during negotiations, the Board has decided to allow an extension for submission of official transcripts to eligible ECCFA members according to the criteria and procedures outlined in the Faculty Development Handbook.
- If you completed coursework by December 31, 2010, you have until December 31, 2011 to submit your official transcripts. Your pay will be retroactive to January 1, 2011. An official transcript is one that has been delivered unopened directly from the issuing institution. It must bear the institution's seal, appropriate signature and date. We also accept hand-delivered transcripts if they are delivered unopened in the original envelope and encrypted electronic transcripts. Transcripts received by any other method (photocopy, fax, etc.) are considered unofficial.

- Please contact Kathryn Skates in Human Resources, SRC 231B, x7402 to determine if your official transcripts have been received.

2nd Reminder from Registrar Jennifer McClure:

- This is a reminder that final grades for 2011FA are due **no later than Monday, December 19 before 8 a.m.** **As soon as you are ready to enter your final grades for 2011FA you may begin doing so.** The grade submission procedure can be found from the Grading link under Faculty Information at www.elgin.edu/portal. After the deadline grade change forms will be required. The recommended 120 day date for Incompletes is 4/16/12. Grades are verified each business day, so students can generally view them within 24 hours of being entered into the system. Please remember that a W cannot be entered as a final grade for students still enrolled.
- We will be closing the online grading at 8 a.m. on Monday, December 19 in order to run final grade reports, Standards of Academic Progress (SOAP), Satisfactory Academic Progress (financial aid), prerequisite checks for spring, and certifying graduates all of which are dependent on grades being entered on time. We appreciate your cooperation.
- If you have any questions please contact Elaine Kolasa, records-grades specialist at 847.214.7430 or via email at ekolasa@elgin.edu. Her hours are 9:00 am -3:00 pm on M, W, TH, F and 1:00-7p.m. on Tuesdays.
- Dye reminded Senators that Luis Martinez will preside over Senate meetings in January while she is on medical leave. She asked that Senators copy her on emails sent to Martinez.

1st Vice President's Report: Luis Martinez

- No report

2nd Vice President's Report: Dan Kocher

- No report

3rd Vice President's Report: Cassandra Watson

- No report

Committee Reports—

Academic Policy: Keith Lewis (and Jennifer McClure)

- The APC committee entertained proposals and approved revisions to old language or new language on 11 administrative procedures this fall. Nine of our proposals went on to the Vice President for Teaching, Learning and Student Development and the deans and directors. These nine were approved by that group to go on to the President's cabinet:
- Revisions to the following procedures:
 - 1.101 Student Credit for Learning Experiences Other than Formal Instruction
 - 1.103 Student Grades
 - 1.104 Minimum Competencies
 - 4.401 Complaint
 - 4.402 Student Code of Conduct
 - 4.404 Placement Test Appeals
 - 4.408 Appeal
 -
- New language for the following:
 - Academic Residency

- Student Attendance
- Some of this work was updating titles or clearing up wording, some was clarification and some involved major changes. If these get past the President's cabinet and become official, we would be happy to share the wording and explanations with the Senate. Some, like student attendance will need to be discussed with the faculty because it will in minor ways change what faculty do.
- Two other proposals were approved in our November meeting but have not gone to the Vice President and deans for approval yet:
 - 4.104 Absence Notification
 - Academic Forgiveness/Fresh Start

Reported by Cindy Hutman

Academic Technology: Dan Kocher & Mary Peterhans

- Kocher reported that the Academic Technology had had a meeting that he was not able to attend. He did say he was waiting to hear the results of the meeting. They are trying to get the committee started again next semester since attendance has been down.

Achieving the Dream: Linda Hefferin & Sarah Dye

- No report

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

- On December 7th, the STEM team had Dr. Pellegrino, one of 18 science professionals who served on the national committee that created the new science framework that is the basis for future K-12 science standards, as a guest speaker. There were approximately 100 people in attendance for this event.
- The Math team was awarded a grant to help develop a 4th year high school math course and to pilot early placement testing for juniors.
- In addition, the Alliance has been awarded a grant from ICCB, in conjunction with NIU and 7 area community colleges, to develop professional development opportunities for content and CTE instructors to learn how to implement reading strategies into their current content.

Amendments: Dan Kocher

- No report.
- Kocher said he will probably have something to present on Opening Day in regards to the tabled items from August.

Assessment Committee: Eric Long

- No report.

BOT Finance Committee: Linda Hefferin

- The BOT Finance Committee met on December 13. Items of business included the management letter from the 2011 audit and management responses to audit comments. In addition, the College's investment policy was reviewed and no changes were recommended.
- The College's internal auditor presented several internal audits to the finance committee for their review regarding cash receipts.
- Conservative projections for fiscal years 2013 – 2016 were presented and discussed. Assumptions used in the projections and the property tax levy were looked at in detail. A lengthy discussion followed regarding possible college tax abatements. The finance department will continue to refine the FY 2013 budget and bring forward a tuition recommendation in January 2012.

- Will be tuition increase announced in January, starting in summer. Still in middle with tuition at border colleges and other colleges in Illinois.

CETL Workshops: Carlen Vire-Smith

- No report

Communication Liaison: Gary Christenson

- No report.

COPE: Ron Kowalczyk

- The ECCFA Senate has voted to endorse John Dalton for Kane County Circuit Court Judge, Second Subcircuit.

Curriculum: Joe Rosenfeld

- No report

Distance Learning: Billie Barnett

- No report

Elections: Bill Demaree

- No report.

Equity Action: George Rosa & Sandi Brown

- No report.

Faculty Development: Beth Santell

- Faculty Development Handbook Committee has completed the rewrite of the handbook. This is being forwarded to Dr. Sam per the contract and will be brought to the senate for approval after his review. It will then be sent to the ECCFA Senate for approval and the BOT for the same.

FAVs Rick Bonnom

- ECCFA and SSECCA partnered this past Saturday at the new Northern Illinois Food Bank warehouse in Geneva for a volunteer day. We had 30 ECCFA, SSECCA, retirees, family members, and even a young female student and her mother (who saw we were volunteering on our website), volunteer last Saturday. We worked from about 1:30- 3:15 unloading, sorting, packing and boxing up boxes of meat. We packed up over 7,000 lbs. of meat. Our NIFB supervisor Eric told Gary and I he thought we could do between 5-6 pallets. We did over 7 pallets, and we were done about 15 minutes early because we were done with the amount of meat they had. It was a pretty physical day, but everyone seemed to really enjoy being there.
- Check and cash donations will be accepted through Thursday, December 15.

GIST David Burke

- No report.

Grievance: Howard Russo & Susan Ford

- No report

Honors: Johanna Cummings

- No report.

Humanities Center:**David Burke**

- No report.

IFT Community College Council Susan Ford, ECCFA representative

- No report.

Insurance**Lynn Ducar & Vicki Walker**

- Medical, Dental & Vision updates
 - Because benefits information is not provided as part of new employee orientations, full-time employees and new hires will soon have online access to the BCBS Plan Document and a Q&A Benefit Reference Guide. The intention is to have it all posted on the elgin.edu website.
 - Pathway: elgin.edu - *about ECC - jobs - new hires – info.*
- Kuhlin wants to remind all employees that dental benefits are available for purchase from Delta Dental.
- Benefits open enrollment ended Monday, 12/12. Here is a summary.
 - Optional Life (\$10k)
 - Long-term Disability
 - FSA (2012 Health Reimbursement and Dependent Care)
 - 403(b)
 - Annual Max for 2012 of \$17,000
 - Age 50 and older catch-up contribution of \$5,500
 - 15 years of service catch up \$3,000-Maximum lifetime of \$15,000
- Lundstrom Agency is reviewing and looking at renewal of ECC's Life and LTD plans from Lincoln.
- HR plans on holding supervisor trainings to bring them up to date on all types of Leave of Absence Plans: FMLA, Maternity/Paternity/Adoption/Unpaid Leaves/VESSA (unpaid leave for victims of domestic/sexual violence).
- HR will be reactivating the Wellness Committee
- Weight Watchers changes: enrollees can pay on a month to month basis, or participate in WW online for a lesser fee.
- Kuhlin would like to implement *Wellness on Wednesdays (WOW)* which may include EAP information, meetings on how to get the most from BCBS, exercise, nutrition, health & weight loss challenges.

Submitted by Lynn Ducar

- Dye said a replacement is going to be needed on the Insurance Committee. Those who are interested should contact Dye.
- She reported that there is now a dental plan for adjunct faculty. Faculty will receive information through the mail. This is a plan that will allow friends and family to also take advantage of it. The plan fees will not go through payroll. The employee will take care of it. She said faculty should see something after the first of the year.
 - Lawrence said to be wary because some dentists may not take that plan.
- Dye said the Wellness Committee is going to be re-activated. There will be four slots available on the committee.

Learning Communities (Steering) Colleen Stribling

- The steering committee hosted a meeting on December 7th for all instructors who have participated in a learning community in the fall semester. During the meeting, instructor teams reflected on the results of the semester and brainstormed areas for improvement in their pairing. In addition, instructors analyzed the engagement data from students in learning community courses, and identified goals for the future.
- The Learning Community Steering Committee is planning a meeting on Friday January 13th from 1-3pm for spring Learning Community instructors to work on the development of integrative learning assignments.

- **PLEASE NOTE: The deadline for fall proposals for new learning communities is December 16th.** For a listing of pairings, see www.elgin.edu/learningcommunity.

MAGIC: **Kim Tarver & Clark Hallpike**

- No report

Membership: **Connie Orbeta**

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

- Hefferin reported that 2 new members were added today, which brings the total to 196 members. She said she will contact Connie to let her know, so in the next report, those additions should be included.

Negotiations: **Luis Martinez**

- No report.

Scholarship: **Bev Augustine**

- I will send an email to all faculty urging them to identify and encourage qualified students to apply for the ECCFA Scholarship by the 4/23/12 deadline.
- Career tech and transfer students awarded.
- I also want to send an email urging faculty to consider giving one dollar each pay period to the ECC faculty Association Fund.

Sentinel: **Bill Demaree**

Due Date	Publication Date
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**

- No report

Social Media **Jessica Carpenter**

- Facebook: Our “likes” remain steady at around 450 people. In the last few weeks we have posted material on the NIFB food drive (both the external event in Geneva and the on campus efforts). The winners of the NISOD conference awards were also promoted, as well as the senate meetings.

Strategic Planning Committee: Elizabeth McNulty & Phil Garber

- At the December 8 meeting, committee members brought ideas from their respective areas of the college. These ideas were added to the list of possible topics to be included in the Strategic Plan. The revised list is attached [to this agenda] with new topics highlighted. Comments or additional ideas can be sent to Phil Garber or to faculty committee members (David Reich, Linda Hefferin, Sumitra Duggirala, Elizabeth McNulty). The January meeting of the committee will be devoted to reviewing the suggested topics to find common themes that can be worked into goals for the FY13-17 Plan.

Webmaster: Tammy Ray

- No report.

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

- See item in Old Business.

Special Orders

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

Special Orders

- **ECCFA President’s Appointment:** John Mravik, UAF1 in the English and Tutoring Departments, to serve as a senator replacement for SP2012 for Senator Julie DeLong Roth
 - **Pat O’Brien moved to accept the above appointment. Watson seconded. Approved.**

COPE

Old Business

Working Relations Task Force Committee

- Dr. Sam will arrange a meeting on either January 30th or January 31st (January BOT meeting is held January 31st so BOT members will be available then) between our ECCFA team (the Task Force members including Mary Arndt, Elizabeth Becker, John Slawson, and Rachael Tecza), Luis Martinez, and three other faculty members at large to be identified at our Opening Day General Membership meeting and luncheon and two Board members, former chair Ellie McKinney and current chair Robert McBride, to discuss the results of our August 2011 faculty survey and relationship concerns. Time to be determined later.
- Dye said she spoke with Dr. Sam, and he can set the meeting up for January 30 or 31st. The board meeting is on the 31st, so if it is that date, we will have most of the board members present.
- The committee will have eight members.
- Dr. Sam has already talked to McBride and MacKinney. If there are more than two board members present, the meeting has to be announced to the public.
- Arndt said the task force will have a document to present on Opening Day. She thought it might be best to have the document on the screen because we might not be comfortable with having copies distributed.
- Hefferin suggested that we have a cross-section of divisions at the meeting with the board. She said we should have those interested talk to the committee and present those people at the first Senate meeting in the spring. This will give the members of the task force enough time to study the materials prior to the meeting with the Board.

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

- The committee is continuing to work on the updates. They have received an extension.

Update on distribution of contracts (Sarah Dye)

- Dye reported that she is working on the UAF1 Senator list; it will be done by the beginning of the spring semester.

End of the Semester Party (new venue)

- The end of the semester party will take place on Thursday, December 15th at 5 pm. Due to a reservation issue, the party has been moved to Spartan Terrace. Arturo Vazquez's band will be performing, and there will be room for dancing.

Grievance Committee Move

- Trejo, Lawrence, and Watson volunteered to help the Grievance Committee pack up the ECCFA office in MSC in preparation for the move to ITR. The group will meet on Friday, December 16th at 12 pm.

New Business

UAF1 Professional Development Funds

- Luptak reported that as of spring semester, UAF1 faculty will receive professional development funds. The amount is \$1500 a year. They will have to wait until the handbook is officially approved, but they can begin thinking about registering for conferences or classes.

Division Issues

Adjournment

- Russo moved to adjourn the December 14, 2011 meeting. Kocher seconded. Meeting adjourned at 3:47 pm.

Respectfully submitted by Lori Clark, ECCFA Secretary