



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



ECCFA Senate Minutes
Senate Meeting: Wednesday, January 18, 2012

Luis Martinez, first vice president, presiding

Mary Arndt
Rick Bonnom
Michele Brynelsen
Lori Clark
Len Fitzpatrick
Linda Hefferin
Cindy Hutman
Dan Kocher
David Lawrence
Luis Martinez
Loretta McCallister

John Mravik
Gary Norden
Pat O'Brien
Chad Pearion
Joel Peck
Vince Pesavento
Miroslav Rezac
Howard Russo
Armando Trejo
Glenn Turner
Scott Vaszily
Cassandra Watson

Absent: Frank Aleman, Joyce Ross, Cathy Tomasik

Meeting called to order by Luis Martinez at

Visitors:

Janelle Crowley, Chief HR Officer

- Crowley thanked the Senate for their help in answering recent questions. She told the Senate that she is here to support them, and, in turn, she hopes the Senate will support the students. She said if Senators or colleagues need help, not to hesitate to ask.
- She said a 457B meeting is scheduled with payroll and finance. The plan will be rolled out by May 1.
- Hefferin asked if HR was fully staffed.
 - Crowley said the department is lacking two positions. She said she has identified some of the challenges within HR and is hoping to get them correct soon.
- Arndt said that the problem in the past is that faculty felt HR didn't act soon enough in regards to searches, and good candidates had already been offered opportunities. She said it becomes an issue because then the pool becomes smaller.
 - Crowley said that they are looking into glitches in the hiring process and correcting them.
- Watson asked about why ECC no longer funds 100 percent of Weight Watchers.
 - Crowley said that Weight Watchers changed their process. She said until they get something worked out with them, we don't have a system that will accommodate Weight Watchers' costs. She said there are other things on the agenda in regards to wellness initiatives.
- Martinez said that in the past the ECCFA and HR have had an excellent working relationship. In the last year, things were difficult because there was no Chief HR Officer, and other positions were vacant, which made decision-making difficult for HR, which caused for high anxiety amongst faculty.
 - Crowley said she is a results-oriented type person, and she knows it has been a challenge. She said if she doesn't know that something isn't working, she can't help. If the ECCFA has questions, she said to

feel free to reach out to her, and she will try to get the answer as soon as possible. She said she knew that frustrations with HR have escalated in the last year; now she will work to de-escalate those frustrations.

New Senator—

- Vince Pesavento, adjunct faculty in Fire Science is subbing for Marcia Luptak this semester.

Secretary's Report: Lori Clark

- Pat O'Brien moved to approve the corrected minutes from December 14, 2011. Cindy Hutman seconded. Approved with 5 abstentions.

Treasurer's Report: Linda Hefferin

- Hefferin reported that she paid the dues for the month of January.
- She said she should be getting checks from administration for the holiday parties.
- She said the December retiree cashed the check, so the retirement expense is slightly changed.
- Report accepted.

President's Report: Sarah Dye

- **Follow-up from Robin Arnold:** I have not been able to find any fire code requirements stating that evacuation maps must be provided at the college level. We have just hired our new Director of Business Continuity and Incident Response. Once on board, this person will be reviewing many of our policies and procedures. Evacuation plans will be among the policies being reviewed.
- **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
- **3rd Reminder:** The ECCFA Office has 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.
- **3rd 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.

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)

- No report.

Academic Technology: Dan Kocher & Mary Peterhans

- No report.

Achieving the Dream: Linda Hefferin & Sarah Dye

- No report

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

- No report.

Amendments: Dan Kocher

- No report.

Assessment Committee: Eric Long

- No report.

BOT Finance Committee: Linda Hefferin

- No report.

CETL Workshops: Carlen Vire-Smith

- No report

Communication Liaison: Gary Christenson

- No report.

COPE: Ron Kowalczyk

- No report.

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*****Beth Santell and Glenn Mayer were present to discuss the changes made to the Faculty Development Handbook.***

- Santell reported that handbook committee had 10 sessions where they went through the adjunct and full-time handbooks. She said that every single change was an improvement. Following are a summary of the changes that were presented to the Senate.
- In regards to travel, Russo commented that it would be easier to get approved for a certain amount per day for transportation.
- Santell said this would be a change to college policy.
- Mayer said they wanted the forms to be as clear as possible so there won't be a problem with the business office once the travel has occurred. He said that the committee tries to make sure that when they approve travel, everybody is pre-screened. The business department is not going to reimburse someone who chooses a more expensive form of travel in regard to taxis, limos, rental cars, etc.
- Santell if they have justification, it makes things easier.
- She said the UAF1 and 2 are now included and are more in sync to full-time procedures.
- She said some of the updates included correcting grammatical and mechanical errors.
- She thinks this is an improvement from before.
- UAF will receive \$3000 for professional expense this year. The full-time amount will be determined on January 19. An email will be sent out once this amount is set.
- Had committee last semester. Spent about 10 sessions where went through adjunct and full-time handbooks. Every single change was improvement. Summarized changes so know what we did rather than go word-for-word through handbook.
- Automatic update of goals.
- Removed mini grant language.
- Increased uaf membership in order to have more balance.
- Grid included—how credits are added.
- Travel—rental cars normally very expensive.
 - Russo—excluding any kind of transportation because bus is cheaper.
 - Have to follow college policy. If have reason for rental car, just need to explain.
 - Asking to approve certain amount per day.
 - Would be change to college policy.
 - Russo—if faculty development squabbling, then business dept. is too. So why not let them deal with it.

- Mayer—want forms to be clear so there won't be problem with business office once the travel has occurred. Try to make sure when approve, everybody is pre-screened. They're not going to reimburse if choose more expensive form of travel.
- Santell—if have justification, it makes it easier.
- Sabbaticals—in order to get them reviewed and will have ready for faculty development meeting. Will get more time to review.
- Uaf 1 and 2 now included—more in sync to full-time procedures.
- Added procedures that were omitted in last handbook—same as full-time procedures.
- Other updates included correcting grammatical and mechanical errors.
- Santell—think this is improvement from before.
- Uafs—on fiscal year--\$3000 this year. Full-time amount will be determined at faculty development meeting on Thursday, January 19. Full-time on calendar year. Will send email once amount determined by faculty development committee.

FAVs

Rick Bonnom

- No report.

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

- No report.

Learning Communities (Steering) Colleen Stribling

- No report.

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

Negotiations: Luis Martinez

- No report.
- Martinez said they have been working on arranging meetings for interim negotiations. Things are not moving as quickly as we wanted them to move.

Scholarship: Bev Augustine

- No report.

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

- Demaree said he will send out a reminder about the Sentinel deadlines soon. If faculty members have done something interesting, let him know. If faculty members have gone somewhere, they can feel free to write about it.

Sick Bank: Ellie Swanson

- No report

Social Media Jessica Carpenter

- No report.
- Sent out email yesterday reminding people to like. Have about 450 followers.

Strategic Planning Committee: Elizabeth McNulty & Phil Garber

- No report.

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

COPE

- Russo moved to adjourn to COPE. O'Brien seconded. Approved. Adjourned to COPE at 3:44 pm.
- Kowalczyk reported that the Zion-Bennett Township teachers ratified at 2 am. He said there had been a discussion amongst the Senate about making a donation. He said he didn't know if we wanted to do that in light of the settlement. The teachers were out for four days.
 - Russo made a motion to send the organization \$1000. Hutman seconded. Approved.
- Kowalczyk asked for the Senate's permission to get a table for eight at the upcoming Founder's Day brunch. Russo approved purchasing a table. Turner seconded. Approved.
- Russo moved to adjourn from COPE. Hutman seconded. Approved. Adjourned from COPE at 3:47 pm.

Old Business

Revised Faculty Development Handbooks for FT, UAF2 & UAF1 (need Senate approval)

- Russo moved to table approval of the Faculty Development Handbook. Rezac seconded.
 - Turner said the email came with two documents. The revised handbook and then a version with comments. He said the comments were especially helpful.
 - Kocher asked if we would have enough time to approve this before it has to go to the board.
- Approved.

Continuing Telecourse Issues in CABS (Jessica Carpenter and Pat O'Brien)

- Carpenter reported that last semester, Dr. Mao attempted to communicate with coordinators that he wasn't going to let telecourses go past their cap—more than 24 hours towards load.
- Russo said telecourses don't count toward load.
- Carpenter said the administration doesn't see it that way. So, the telecourses were capped, and the classes started filling, but there was a hidden cap that wouldn't allow students to enroll. Mao said he would open up more slots if faculty asked. Carpenter asked for 90 more, and Mao gave her 60. He said he will open it more once it gets to more than 60 and that Nancy Hake will watch the enrollments of the telecourses. Carpenter's concern was there may be telecourses that are closed, but the instructors may not know they are closed.
- So far, Carpenter reported, seven out of 20 telecourses are closed. A lot of faculty are going to get a pay cut they weren't aware of. And there are no seats in some classes, which means there is nowhere for telecourse students to go. Because we didn't know about, they had no way to prepare. She said there seemed to be a lack of communication on several fronts.
- O'Brien said that Mao said the Board told DiGerlando to discuss with him and to make sure that faculty can't go over, unless approved by DiGerlando. DiGerlando has been told by the board not to allow.
- Carpenter said the Board doesn't want faculty going over 24 hours, but faculty were given no notice to make changes or add classes for students.
- Hutman said she had been getting emails from upset students.
- Hefferin said that past practice is being violated.
- Fitzpatrick said that it seems as though the Board has decided 24 hours is the max, and they're not going to pay any more than that.
- Carpenter said telecourse instructors should have been given a warning, so coordinators could let students and faculty know.
- Russo said this is an issue that needs to go to Grievance. He said there could be a reasonable resolution. A lot of telecourses have enrollment after the semester starts.

Working Relations Task Force (Mary Arndt, Elizabeth Becker, John Slawson, Rachael Tecza + other faculty):

*Meeting scheduled with BOT members (McBride & McKinney) for January 31st at 3:00 PM.
Hefferin—will Dr. Sam be present? I recommend that he should be invited.*

- An email will go out asking for interested faculty members. An effort will be made to get the different divisions represented.
- Martinez said he would love to have all divisions represented at the meeting.
- Lawrence said adjuncts should be asked to attend, as well.
- Martinez said having divisions represented would be the best way to proceed. An email should be sent out to faculty members in the divisions, asking for volunteers. He said we also need to ask for adjunct volunteers—preferably representing the different divisions.
- Hefferin said we need to confirm the date and time and make sure Dr. Sam can be there.
- Martinez said he will discuss with Dr. Sam and then get back to Arndt.
- Arndt will discuss it with the other members of the task force.
- Martinez and Arndt will coordinate this meeting.

New Business

SP 2012 CCSSE survey

- Two dates were given for the Community College Survey of Student Engagement (CCSSE), which was rescheduled from last spring. The two dates are: March 7-12 or April 9-27.
- Rezac moved to select the dates in April. O'Brien seconded. Approved.

Special AFT national Higher Education Conference, March 3

- Does the Senate wish to allocate funds to send a representative to this conference.
- Hefferin said the conference costs about \$1000 per person, including registration and hotel.
- Russo made a motion to approve funding for two people to attend. Trejo seconded. Approved with one abstention.

Insurance Committee

- An adjunct representative needs to be chosen to serve on the college-wide Insurance Committee. This representative will replace Vicki Walker who cannot make the meetings due to schedule conflicts.
- Martinez asked the 2nd and 3rd vice presidents to communicate to their constituents and ask for volunteers.

Division Issues

Construction Noise

- Glenn Turner said that when the drilling is occurring on the second floor of SRC, it is impossible to hear. Some instructors are having to stop classes because the noise is so loud.
- Martinez said he will send an email to Paul Dawson asking about it.
- Turner said if it's a short-term situation, it's not an issue, but if it lasts all semester, it will be a problem.
- Demaree said that it has been loud enough that he couldn't hear students speaking.
- Rezac said that instructors are dealing with dust on the second floor of MSC that is an issue.
- Martinez said he will also mention that to Dawson.

Exhibition—

- Russo said that he will be having an opening on his sabbatical project at the Safety-Kleen Gallery on Friday, January 20.

Adjournment

- Russo moved to adjourn the January 18, 2012 meeting. O'Brien seconded. Meeting adjourned at 4:21 pm.

Respectfully submitted by Lori Clark, ECCFA Secretary