



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



**ECCFA Senate Minutes**  
**Senate Meeting: Wednesday, February 29, 2012**

**Luis Martinez, 1<sup>st</sup> vice president, presiding**

Josefana Aleman  
Mary Arndt  
Rick Bonnom  
Michele Brynelsen  
Lori Clark  
Len Fitzpatrick  
Dan Kocher  
David Lawrence  
Luis Martinez  
John Mravik

Gary Norden  
Pat O'Brien  
Chad Pearion  
Joel Peck  
Howard Russo  
Joyce Ross  
Julie Roth  
Armando Trejo  
Cassandra Watson

**Absent:** Carl DeCarlo, Linda Hefferin, Cindy Hutman, Loretta McCallister, Vince Pesavento, Miroslav Rezac, Cathy Tomasik, Glenn Turner, Scott Vaszily

**Meeting called to order by Luis Martinez at 3:06**

**Visitors—Eric Long, SLAAC (Assessment) Committee**

- Long said he was asked to attend today's meeting to discuss the writing project the committee is about to undertake. We are on a three-year rotating process when dealing with assessment. We are currently in phase three of our writing general education outcome. The committee has made some changes to the writing handout, updating it, and making sure the document was more accessible to students. They are trying to measure if that handout made a difference on writing across the curriculum. They are running a pilot in regard to writing across the curriculum. Are writing assignments long enough? Do the essays have correct grammar? The pilot is designed to look at where we are in regards to writing across the curriculum. We all know that students need to write in classes other than English. The project is voluntary.
- Lawrence asked if this project was for 2011-2012.
- Long said it was. A lot of teachers still have their D2L portal and can access last semester. The papers from the archive are perfect. They want artifacts that are authentic as possible. They are only going to ask faculty to submit the papers to the committee. They want papers from any department, any assignment. He said they aren't only using D2L as a way to do this.
- Ford asked if the committee just wanted random samples.
- Long said they want samples that are closer to the end of the semester because the early stage of writing will taint the sample, which is why they haven't sent out a request for essays yet.
- Long said for those instructors who don't use D2L, they will have survey questions for those faculty, and they can bring in a hard copy. Digital submissions will be submitted blindly but with the student ID number. They are trying to cut out the middle man so that it's not so time-consuming for the instructor. The ID number will help the committee get demographic information without making it a long process for the instructor.

- Long said that the legal and ethical justification of using a student's ID number is that consent is not needed because assessment is an institutional review and not individual research. He said there is not much language in regards to how we can use student work in the registration documents. In the future, we could have students sign a waiver saying we can use their work for research reasons, even though it is not a legal or ethical violation.

**Secretary's Report:** Lori Clark

- Pat O'Brien moved to approve the corrected minutes from February 15, 2012. Dave Lawrence seconded. Approved with 1 abstention. .

**Treasurer's Report:** Linda Hefferin

- Report accepted.

**President's Report:** Sarah Dye

- **A correction from Librarian Ellie Swanson:** I made a mistake in suggesting where our new Senate meeting room was located in the library: "If it's helpful to know this...C-120 in the library is right next to the SRC entrance to the library. It is the room that can be seen from the SRC hallway that passes the bookstore. The café is at the other end of the first floor of the library."
- **2012 Great Lakes ULI: *Take Note and Save the Date***  
This year's four-day Great Lakes Union Leadership Institute (ULI) will be held **June 18-22, 2012**, several weeks earlier than in past years. This popular training and leadership development program will again be held at Pheasant Run Resort in St. Charles, Ill. and is co-sponsored by the IFT and the American Federation of Teachers. Mark your calendar now for **June 18-22**, then check the IFT website for course offerings and additional details.
  - Carpenter mentioned that she attended the institute last year; it was very worthwhile.
  - Martinez encouraged those who want to go to go.
- Meeting with Dr. Sam: (1) I apprised him of concerns about handicap door buttons not working in some areas. Senators, please be reminded that you need to indicate to me specifically where this is an issue so I can submit that information to Dr. Sam who will take it up with the appropriate administrators. (2) I explained that there is some concern about the new staff parking areas and monitoring them. He will share this information with once again the appropriate administrators. He did express a concern about ECC police issuing parking citations as that draws more fines for students who may not be able to pay them. I reminded him that there is an Appeals Committee for parking violations on campus. I also mentioned that senators had recommended warning tickets be used. (3) In response to concerns expressed about APC and policies being kicked back by his Cabinet, he believes nothing has been kicked back as far as he knows but will investigate. (4) Dr. Sam will investigate what might be done to provide space for private teacher/student conferences in the area of ICT 201, a concern raised by an adjunct senator. He did note that the use of that room is temporary and it will not be needed come FA2012 as adjunct office space.
  - In regards to the parking issue, Martinez reported that the area near the health building is really bad because students are taking faculty spots and then then faculty and staff have no places to park.
- **Response to concerns expressed in last Senate meeting from SLACC Committee Chair Eric Long:** Thanks for contacting me. We are still finalizing some options with IRB at this point. I will know "exact specifics" by the end of our next meeting on 2/28. If I have more information before then I will let you know. At this point I have no idea what type of information is running around in terms of this project but I can promise you I have no intention of recreating the wheel. We plan to run a project not entirely different than departmental assessment that the English department already does, just on campus-wide scale. As far as i.d.'s are concerned, we are discussing ways which we may be able to use and these newfangled computer-things in a way where we can ethically and

privately gather the demographic information that these projects have always gathered but without the reams of paper or weeks of labor.

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

- No report.
- Martinez said that none of the ECCFA vice presidents have met with the vice president in the past few months.
- Kocher said that DiGerlando did express interest in having those meetings again.

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

- I have received inquiries about the procedure for teaching in more than one department. The process is to approach the instructional coordinator in the desired new department to review qualifications and discuss the courses you are interested in teaching. If the new appointment would be in a different division, notification must be given to both Deans per the new **Section 4.28, Faculty Teaching in Multiple Divisions**, of our current contract. Note: the faculty members seniority ranking shall be honored in all divisions.
  - Kocher said that no qualifications have changed, but what may come up is that qualifications to teach certain classes need to be made public.
  - Lawrence said the requirements to teach are in the RIF document.
  - Martinez said those documents are out of date. He said we need to address the qualification issue. There is some discrepancy between qualifications in course outlines and qualifications used in the automatic tracking system for applicants. He has heard there have been issues of people applying who have the qualifications in required in the course outline, but the online system kicking them out, saying they weren't qualified. He said these things need to match, and that the RIF documents need to be revised and updated and that the qualifications are the same.
  - Kocher said he knew of an instance where a dean added a requirement, and no applicants made it through the process.
  - Martinez asked if a dean had the power to do that and asked if ECCFA shouldn't be a part of that discussion.
  - Kocher was told the dean has discretion on hiring and can add requirements. He said if someone is interested in teaching in a different division, talking to the Instructional Coordinator is the best way because the Coordinator makes the decision.
  - O'Brien said the Coordinator would have a better handle on what is desired by the department.
  - Martinez said sometimes the coordinator knows better than the dean what a department needs. No one is saying the coordinator is going to hire you; there has to be a need. Just because someone wants to teach in another division, it's unfair to bump someone due to seniority.
  - Russo says this puts the coordinator in a supervisory position. It states in the contract that it is up to the deans of both divisions.
  - Sue Ford said if the dean says yes, the coordinator cannot say no.
  - Martinez added that if the coordinator has read the contract, he/she should know that.
  - Kocher said if he finds that isn't the case, then we'll need to deal with it.
- There has been increasing interest in qualified adjuncts collecting SURS benefits while continuing to teach. There is a requirement before collecting SURS benefits that the SURS beneficiary not be employed for 60 day in order to do so. Since our contracts are semester-to-semester, Adjuncts can take a semester off or use the summer break period to meet this requirement. They are not required to "retire" as Full-time faculty must do. According to the contract both full and UAF faculty lose their seniority standing and restart in Step 1 of whatever lane they are assigned. Once you start receiving benefits, SURS deductions are no longer taken from your paycheck.

- Ford said if a UA2 elects to start collecting SURS, not to send a letter of retirement to HR. That person should merely inform them he/she is activating SURS. If a retirement letter is sent, that faculty member will be gone and will have to start at the beginning, being a non-unit and will have to be rehired.

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

- No report

**Committee Reports—**

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

- The full APC committee has not met. Our next meeting is scheduled for February 27<sup>th</sup> at 3pm. Marcy Thompson, Jennifer McClure and Dawn Munson have met twice to discuss Bylaws, Operating Procedures and Flow of Procedures from the APC to Cabinet.

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

- Committee met on Friday, February 17th. Kim Tarver (HP) and Judy Beaver (BUS) attended as substitutes for their departments. The Mike Chahino and Phil Howard lead a discussion of cloud storage. It was noted that ECC provides a form of cloud storage for both students, faculty and staff. Cloud storage is also available elsewhere on the internet, e.g., Google. Some of the faculty members discussed applications they have used with their classes. All users are urged to be conscious of data security concerns, especially when storing student specific information. Dan Kernler joined the meeting for a discussion of smart boards. Mr. Kernler indicated that the Math Department was seeking two trial installations in the remodeled MSC and had discussed it with Ned. There was a discussion of NIU's installation in DeKalb as well as interested expressed in getting a demonstration at ECC. The next meeting is scheduled for March 16th at 10:00 AM.
  - It was reported that an adjunct substituted for a member of the Academic Technology committee, and the dean told him he would be paid because the dean hadn't approved his subbing. The adjunct went to the meeting and submitted the timesheet, and the dean said he wouldn't pay.
  - Ford said committee subs don't need approval; therefore, the adjunct should get paid.

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

- The AtD Lead Co-Chairs, Workgroup Co-Chairs, and VP DiGerlando will be in Dallas, TX all week for the 2012 DREAM Conference, formerly the Strategy Institute, hosted by partners AtD and MDC.

**Alliance for College Readiness: Alison Douglas**

- Congratulations to our own Alison Douglas and Julie Schaid for their article on our College Readiness project which appeared recently in *Innovation Abstracts* which we all receive by email from VP DiGerlando's office.

**Amendments: Dan Kocher**

- No report.

**Assessment Committee: Eric Long**

- See report under Visitors.

**BOT Finance Committee: Linda Hefferin**

- No report.

**CETL Workshops: Carlen Vire-Smith**

- Wed 2/29/2012 7 PM- 9 PM **CETL Webinar: Student Engagement “9 Ways to Use Class Discussion to Promote Transformation” (CFD 497-101)**
- Fri 3/2/2012 9:30 AM- 11:30 AM **Faculty Success Series #2 - Intercultural Communication in the Classroom (CFD 409-102)**
- Mon 3/5/2012 6 PM- 8 PM **Faculty Success Series #2 - Intercultural Communication in the Classroom (CFD 409-104)**
- Tue 3/6/2012 3 PM- 5 PM **D2L Faculty Orientation (CFD 301-102)**
- Wed 3/7/2012 9 AM-11 AM **Early Alert Student Retention Program (CFD 400-107)**
- Wed 3/7/2012 5 PM- 9 PM **Dinner Dialogue - The Way Home, A film by Shakti Butler, (CFD 400-111)- UBC Dining Rm**
- Fri 3/9/2012 10 AM – Noon **iTunes U @ECC (CFD 200-102)**
- Sat 3/10/2012 10 AM- Noon **Data Storytellers: How Data can help you !(CFD 300-107)**
- Sat 3/10/2012 Noon – 2 PM **CETL Webinar: Student Engagement (CFD 497-104)**
- Tues 3/13/12- Tues 5/15/12 **Online course- Combining On-Site with Online, Hybrid Teaching (CVS 902-100)**
- Tues 3/13/12-Tues 5/15/12 **Online Course - Online Instruction & Assessment Practices (CVS-901-772)**
- Wed 3/14/2012 10 AM- Noon **Clickers in the Classroom (CFD 209-100)**
- Wed 3/14/2012 6 PM- 8 PM **Faculty Success Series #3 - Embedding Student Success Strategies in Your Classes (CFD 400-109)**
- Fri 3/16/2012 10 AM- Noon **Free and Inexpensive i-Pad Apps for the Classroom (CFD 200-103)**

**Communication Liaison: Gary Christenson**

- No report.

**COPE: Ron Kowalczyk**

- The Thirty-Fourth Annual Legislative Breakfast will be held at the Stonegate Conference Centre in Hoffman Estates on March 3, 2012 from 9am to 12p. The conference will address issues pertaining to public education and the teaching profession. If you are interested in attending, please contact Ron Kowalczyk no later than February 23.

**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**

- We are anticipating that the board will approve the new Faculty Development Handbook at the March 13, 2012 meeting. Any member who is UAF2 or a full time faculty member should use the current handbook online and forms until they are updated.

- As soon as the board votes an approval our faculty development secretary, Kathy Coatney will update the web with the newly updated forms and changes to the handbooks. At that time, the UAF 1 members will be included on the forms and will be able to request up to \$1500.00 from this fiscal year's (2011/12) money.
- Just a reminder that spring **Group Proposals** are due to the Faculty Development Committee secretary, Kathy Coatney by **February 28**. Please review the policies and procedures in the Faculty Development Handbook, on the eNet in the committee section. The application forms are available in the Faculty Development Committee section of eNet.
  - Ford—ua1s cannot submit for funds until approved?
  - Russo—money will go back retroactively.

**FAVs** **Rick Bonnom**

- No report.

**GIST** **David Burke**

- No report.

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

- Issues we are working on: Telecourses; Load protocol; Honors class size; Longevity step/ SURS

**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.
- Russo said that the board will approve a resolution for the 457B plan. It will go out to employers in early to mid-April, so they can talk to reps, and it will be available by May 1. It is available to all employees.

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

- No report.

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

- MAGIC will host an open meeting monthly, to be held the first Monday of each month, 3:00-4:30, ICT 203. The open meeting is reserved for dedicated learning experiences. Students, faculty, administrators, staff & community members are welcome.
- MAGIC members are invited to attend a planning meeting the 3<sup>rd</sup> Monday of each month. This meeting is closed to members planning and participating in specific initiatives.
- MAGIC is supporting and/or providing the following experiences during the remainder of the semester-
  - Dinner Dialogue: The Way Home (Film by Shakti Butler) March 7, 5:30-8:30, UBC Dining Room (Co-sponsored by CETL)
  - Book Discussion: The Battle Hymn of the Tiger Mother, facilitated by Mi Hu & Sharon Baker, April 2, 3:00-4:30 ICT 203
  - Embracing Culture's on Campus Conference April 19, speaker Lee MunWah
- MAGIC is encouraging attendance at the following external events-
  - 2012 Midwest Institute for International/Intercultural Education Annual Conference St. Louis Community College, 3/30-3/31

- “Develop Your World: International Education Summit 2012” at Harper College on **Friday**, in the Wojcik Conference Center, March 2
- Future event planning
  - Film- Abused, The Postville Raids
  - Frederick Gooding- The Minority Reporter

**Membership:**

**Connie Orbeta**

**ECCFA Membership Report for Spring Semester 2012**

Full time faculty <b>100%</b>	UA1s <b>44%</b>	UA2s <b>90%</b>	INAs
<b>143 Members</b>	<b>76 Members</b>	<b>201 Members</b>	<b>20</b>
<b>143 eligible</b>	<b>(94 non-members)</b>	<b>(21 non-members)</b>	<b>6 Members</b>
	<b>170 eligible</b>	<b>222 eligible</b>	

**Total signed members 420-Spring 2012 (Fall 2011 – 426 members)**

**Total 536 - Faculty eligible**

**Negotiations:**

**Luis Martinez**

- Martinez said that midterm negotiations continue and progress is being made. They are still working on the tenure and evaluation handbook.
- The next meeting is March 13.
- In regards to the tenure and evaluation handbook, UA1s are being brought into the evaluation process. They will have to do a self-assessment, which is the only new thing. He said when the representatives from ECCFA were asked to serve in this process, they weren't sure of the charge given to them. He contacted Linda Hefferin to see if she had any recollection of what was agreed on during negotiations. Martinez tried to look at the notes from negotiations, but didn't have a chance to get that information.
- Norden said he thought their job was to look at the evaluation form.
- Russo said it should just be folding UA1s into the handbook.
- Martinez said he wanted to make sure that when the Senate voted the members onto this committee, that they were authorized to do revisions in other areas.
- Norden said administration wants to change about everything.
- There are also some changes to the classroom visitation form. Those were went over; some of the changes they recommended were not accepted.
- Martinez said we can look into certain things, but the committee won't let them change the form.

**Scholarship:**

**Bev Augustine**

- No report.

**Sentinel:**

**Bill Demaree**

**Remaining Sentinel Dates for 2012**

<b>Due Date</b>	<b>Publication Date</b>
<b>Mon., 12 March 2012</b>	<b>Thurs., 15 March 2012</b>
Thurs., 12 April 2012	Mon., 16 April 2012
Thurs., 10 May 2012	Mon., 14 May 2012

**Sick Bank:**

**Ellie Swanson**

- The ECCFA Sick Leave Bank has granted two requests, totaling 19 days, for time from the bank. 457 days remain in the bank.

## Social Media

Jessica Carpenter

- No report.

## Strategic Planning Committee:

Elizabeth McNulty & Phil Garber

- At the February 23 meeting, the committee identified the five themes that will become the goals of the new Strategic Plan. A writing team will meet before the March monthly meeting in order to refine the language of those goals. We plan to have a draft ready to be reviewed by the college late March/April.

## Webmaster:

Tammy Ray

- The ECCFA Website was reportedly down on Tuesday for a day but is now back up and functioning. We apologize for any inconvenience members may have experienced because of that.

## 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)*

#### Special Orders

- **Interior Decoration Committee(s) (for HBT and upper MSC) (Melissa Tait, Chair):** Miraslav Rezac (FT/CHEM), Marina Morrow (UAF2/CHEM); Lauren Anderko (FT/MATH); Chalyce Deterding (FT/MATH); Dave Lawrence (UAF2/MATH); Catherine Moushon (FT/MATH)
- **Academic Computing Committee (Dan Kocher and Karin Stacy, Co-Chairs):** Kim Tarver (FT/representing HP Div); Judy Beaver (UAF1/representing BUS Div)
- **Nursing Skills Lab Manager (Linda Hartley, Chair):** Michelle Brynelsen; Karen Friedberg; Kim Tarver (MAGIC rep)
- **Massage Therapy Program Director (Wendy Miller, Chair):** Dave Packard (FT/BUS Div); Amy Tortorici (UAF1/Content Expert only); Sharon Baker (MAGIC rep)
- **English FT Position (Rick Mao, Chair):** Jeff Weisman (Coordinator); Dennis Lynch; Michele Noel; Lori Clark; Clark Hallpike (MAGIC rep)
  - **Russo moved to accept the above items as a consent agenda.** O'Brien seconded. Approved.
  - **Kocher moved to approve the consent agenda items.** O'Brien seconded. Approved.

## COPE

### *Discussion of an endorsement for a local state senator (Howard Russo)*

Martinez moved to adjourn to COPE. Russo seconded. Adjourned to COPE at 4:17 pm.

- Russo said that Senator Mike Noland is taking money from Stand for Children, a group that is opposed to organized labor in teaching. The IFT has endorsed Noland. He said that our Senator who will be voting on bills is taking money from bad people. He thinks we should let him know that we don't agree.
- Martinez said we shouldn't wait to tell him; we should tell him now.
- Russo said he is taking money from this organization and may, in the future, feel beholden to them.
- Fitzpatrick said that Farnham was given a \$50,000 donation from Stand for Children and another \$50,000 was donated by that group's president. And then Farnham voted to sink the unions after getting a union endorsement.
- Ford said we need to convince IFT to publicly withdraw their endorsement.
- Russo said that Noland has been a friend to labor, but we need to take action.
- Martinez said we should invite him to a senator meeting.



- Russo said he will have Kowalczyk invite him to the next meeting.

**Endorsement Reimbursement—(Luis Martinez)**

- Martinez said at the last Senate meeting the money that was donated to a BOT candidate was discussed. They have talked to a contact person at ECC and told him that the candidate needs to contact Kowalczyk. We will see what happens.

Russo moved to adjourn from COPE. O'Brien seconded. Approved. Adjourned from COPE at 4:24 pm.

**Old Business**

- **2012 Employee Awards Reception (Tammy Few, Chair): Still seeking two more ECCFA members to serve on the Awards Committee.** Please contact Sarah Dye ASAP to volunteer.
- **Still seeking a new adjunct representative to serve on the college-wide Insurance Committee which next meets Friday January 27, 2:00-3:00 PM in SRC 234.** The slot is to replace Vicki Walker whose schedule has changed this semester. For more information, contact Sarah Dye, Lynn Ducar, or Luis Martinez, the other ECCFA representatives to the committee. Please nominate someone (with permission) or nominate yourself as soon as possible for senate approval.

**New Business**

**Literacy Connection: Trivia Team from ECCFA (Howard Russo)**

- Russo made a motion to donate \$400 to support an ECCFA team for Literacy Connection. Martinez seconded. Approved.

**Lab Visits—Gary Norden**

- Norden reported that Rose DiGerlando and Macy Thompson came by his department last week. He thinks they want to visit all departments that have labs. Their intent was to find out what was and wasn't working. They just observed students working.
- Kocher said that Thompson, DiGerlando, and Jeff Boyd visited his labs on a Friday afternoon, and the labs are not normally open on Fridays.

**Class Sizes—Gary Norden**

- Norden said he had a procedural question in regards to class sizes. If a class is capped at 18, and there are three students who want into the class, he was told to open an independent study for those three students.
- Ford said if faculty just roll in extra students, they don't get paid for them.
- Russo said instead of increasing class size, we don't want chronic "users" going in and taking independent study courses. Some students want multiple independent study sections.
- Kocher said there is a supposed special ICCB regulations in regards to the number of students. He said he has heard of some adjuncts being asked to conduct lab courses on an independent study basis. To do that, they have to come in during a lab session.
- Ford said if a class is four hours, the faculty member gets paid for four hours. If it is only three credits plus a lab, they only get paid for three hours. If there are eight or nine students, it shouldn't be an independent study; it should be a regular class.
- Kocher said there was an incident last year where a dean tried to get around a load situation by making a regular class independent study.

**Division Issues**

- Kocher reported that Andy Erbach, who is heading up the new Energy Management curriculum, has turned in his notice that he will not accept the Instructional Coordinator role next semester.

**Adjournment**

- Russo moved to adjourn the February 29, 2012 meeting. Trejo seconded. Approved. Meeting adjourned at 4:35 pm.

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