



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



ECCFA Senate Meeting Minutes
Wednesday, September 5, 2012
3:00 PM – 5:00 PM
Room C-120

Call to Order: Luis Martinez, President

Roll Call

Present- Rick Bonnom, Michele Brynelsen, Lori Clark, Linda Hefferin, Cindy Hutman, Dan Kocher, David Lawrence, Marcia Luptak, Tim Marquez, Luis Martinez, Loretta McAllister, John Mravik, Gary Norden, Pat O'Brien, Mary O'Sullivan, Joel Peck, David Reich, Miroslav Rezac, Joyce Ross, Julie Roth, Hoard Russo, Kimberly Tarver, Armando Trejo, Glenn Turner, Cassandra Watson

Absent- Carl DiCarlo, Chad Pearion, Cathy Tomasik, Baudelaire Ulysse

Regular Guests- Jessica Carpenter

Recognition of Visitors & Guests

- Luis Martinez recognized Katherine Sawyer, ECC Foundation and Institutional Advancement. She is here to address the Senate.
- Marcia Luptak recognized unit adjunct faculty members Danielle Straub, Psychology and Roxanne Bell, Anatomy & Physiology.

Katherine Sawyer explained the foundation is a 501C3 non-profit organization whose role is to support the college mission and find private support. It was incorporated in 1984 and holds approximately \$4 Million in assets and \$2.3 million in endowments. They are currently focused on policy and strategy development. The foundation must be separate from the college business. They have nearly 300 different funds, including the ECCFA endowed scholarship. She distributed handouts reflecting the Board of Directors, the organizational structure, and the calendar for fiscal year ending in June 2013. The work primarily involves governance/membership, fundraising, financial management, and spending. They are reviewing levels of employee support and updated a donor recognition display housed in the atrium of building A. The foundation newsletter, IMPACT and the launching of an online giving option are some most recent accomplishments. The ECCFA may expect a copy of the annual report and the Scholarship Stewardship Report.

Institutional Advancement is focusing on the Alumni Program. Diane Stredde is formalizing the distinguished alumni program selection process and will seek input from the community. The nomination form is online and due by Friday, September 28. The selection committee consists of previous award winners, retirees and faculty. The award winner will be recognized at the Foundation Brunch in January.

Discussion-

Are there other opportunities for faculty and other ECC employees to participate that are more affordable options? The foundation is open to our ideas input.

Some college employees don't access the internet, regularly, would the foundation consider alternate processes? Consider a location to pick up and drop off forms.

Linda Hefferin announced approximately \$300 for the foundation was collected at ECCFA picnic.

REPORTS- All reports are attached at the end of the meeting agenda.

Secretary's Report: Kimberly Tarver

Read and approve minutes of 8/15/2012 and 8/22/2012.

Pat O'Brien moved to approve the 8/15/2012 minutes, 2nd by Marcia Luptak; motion approved.

Pat O'Brien moved to approve the 8/22/2012 minutes, 2nd by Cassandra Watson; motion approved.

Treasurer's Report: Linda Hefferin

Linda Hefferin discussed the ECCFA Endowed Scholarship. Upon approval, \$6146 will be deposited to bring the balance to \$12,502. \$654 will be retained and applied to the spring scholarship award of \$500.

Howard Russo moved to deposit \$6146 to the existing endowed balance of \$6354 in the ECCFA Scholarship fund to total \$12,502 and deposit \$654 into the current use/interest account, of which \$500 will be designated for award this academic year in the spring semester; 2nd by Pat O'Brien; motion approved.

Linda Hefferin recommended the ECCFA review scholarship award recipient criteria as it is inconsistent with other foundation scholarships vetting. It has been suggested we vet our applications in a similar manner. Changes to the process would require action to void the existing criteria and submit a new worksheet to the foundation following senate approval. Luis Martinez will delegate this to Beverly Augustine to review and request a report with recommendations at an ECCFA Senate meeting in November, 2012.

President's Report: Luis Martinez

Refer to written report in the agenda.

Discussion-

- Consultant report regarding counseling department will be available following board review; no surprises or new items in the report per Dr. Sam; Dr. Sam is adamant that changes are coming. Howard Russo, Sue Ford, and Luis Martinez met with some counselors today to discuss possible involvement with the process or wait to see ideas presented; recommended they review job description to align with changes in preparation; psychological counseling services will remain; the use of technology will be increased; consideration of impact on future negotiations is important as these conversations proceed. Currently, there have not been any ideas proposed.
- Regarding parking, there has been a decrease in parking violations. Senators reported knowledge of tickets issued; Staff lot G will be reserved 7 am to 5 pm; other staff lots are reserved 7 am to 7 pm.
- If faculty are on campus after hours, it is requested they check in with First Stop to inform security as a courtesy to address safety issues.
- The union office does not have furniture yet.
- Marilyn Prentice has sent emails informing every one of updated Administrative Procedures. The information technology department has been requested to establish process to allow Marilyn to embed URL links to the updated policy in the email.

1st Vice President's Report Howard Russo

Clarification- Sally Guy, Liz McNulty, and Colleen Stribling are Senator Cindy Hutman's constituents.

2nd Vice President's Report Marcia Luptak

Refer to written report in the agenda.

Discussion-

- Marcia received emails from unit adjunct faculty stating members did not know who their senator was; Marcia encouraged senators to increase contact with their constituents and share information.

- Attendance Policy for Senators- after 2 consecutive absences, the constitution allows the president to dismiss the senator.
- Fair Share member letters need to be signed; a process to encourage signing is being implemented.
- UA2 & UA1 email lists on Outlook are not current and need to be updated.
- Faculty Development Handbook was shared electronically along with a request that UA2 senators read it. Marcia will be offering workshops to explain the faculty development role and process; she is asking assistance to identify optimal dates and times to offer sessions.
- Marcia is reviewing the FAQ section on the ECCFA website.

3rd Vice President's Report

Cassandra Watson

Refer to written report in the agenda.

Discussion-

- General emails sent out and she has signed 7 new members- including 2 current unit adjunct senators.
- She advised members to save receipts for professional expense and faculty development. Look for information in Sentinel for direction as Marcia Luptak will submit an article.
- Michele Brynelsen asked for names of unit adjunct faculty in nursing department so she can make contact; Dan Kocher requested senators be mindful of the wishes of our peers who do not wish to be members of a union.

Committee Reports

Refer to written reports in the agenda.

Discussion-

Assessment Committee- needs one MSE faculty member to serve; Dave Lawrence agreed to serve. His name was added to the consent agenda for senate approval.

Curriculum Committee- there has been some confusion regarding recruitment of faculty. Jennifer Ellsworth agreed to represent MSE upon senate approval; Health Professions and Liberal, Visual and Performing arts divisions still need representation on this committee. Curriculum Committee bylaws have been submitted to the senate. Joe Rosenfeld will attend a future meeting to discuss changes. It was recommended that Maureen Lange, former committee chair, meet with Joe Rosenfeld to clarify the senate role and committee chair responsibilities.

FAVs- Rick Bonnom announced the build a park project *Wednesday, September 26 for ground prep and Friday, September 28* to install the equipment. They are looking for 75 people who must register online to volunteer. Luis Martinez is volunteering to serve at this event. Cindy Hutman moved that Rick Bonnom send an email to the entire faculty to encourage them to volunteer for this project; 2nd by Linda Hefferin. Miroslav Rezac abstained. Motion passed.

Grievance Committee- Howard Russo reported that Sue Ford, Janelle Crowley and he met to discuss sick time issues in counseling department. Past practice includes 18 incidents over the course of 9 years in which sick time during involuntary overload for counseling was paid. Recently, sick time has been deducted and now is being reimbursed. The involuntary overload payment process is inherently problematic and delayed which contributed to the problem. A memo has been presented to Luis Martinez for signature.

Old Business

- AFL-CIO Convention at Rosemont, Oct. 2-4, 2012: Armando Trejo, Kimberly Tarver and Luis Martinez are willing to represent the ECCFA and seek senate approval. Marcia Luptak moved that Armando Trejo, Kimberly Tarver, and Luis Martinez be approved to attend the AFL-CIO Convention October 2-4, 2012; 2nd by Cassandra Watson. Motion approved. Linda Hefferin asked if COPE funds might be utilized for associated expenses. Luis Martinez will inquire.

Elections & Committee Openings

- UAF1 & UAF2 Senate Seat Openings-
Carl Di Carlo has a class until 4:00 and is unable to attend meetings.
Howard Russo moved to dismiss Carl DiCarlo from his senate role; 2nd by Pat O'Brien. Dan Kocher abstained. Motion passed. Cassandra Watson is looking for members available to serve as UA1 senator. Marcia Luptak reported 3 openings and is recruiting candidates. Luis Martinez requested that candidate names be presented at the next meeting of the ECCFA.
- PROPOSED CONSENT AGENDA- Cassandra Watson moved the senate consider committee assignments as a consent agenda; 2nd by Marcia Luptak. Motion passed.
 - ECC Foundation Distinguished Alumni Committee Nominees to represent the ECCFA- Ron Kowalczyk, Julie Roth, and Tammy Ray
 - Part-time chemistry lab assistant search committee requested by Dr. McGee: Elizabeth Becker, Steve Trail, Patrick Daly, Miroslav Reza
 - Faculty Development Committee Nominee- Elizabeth Becker (MSE)
 - Linda Hefferin- ECC Foundation board's Scholarships & Grants Committee.
 - Dave Lawrence- MSE Assessment Committee added.

Cassandra Watson moved to approve the committee assignments proposed in the consent agenda; 2nd by Pat O'Brien. Motion approved.

COPE- no report.

Old Business

Howard Russo reported quote from North Shore Printers for ECCFA Unity Signs- 250 signs \$197, 500 signs \$247, 1000 signs \$288 (best deal); printing on heavy card stock. The senate requested a second quote and a quote to include multi-color option.

New Business

- Union Leadership Institute Applications- Luis Martinez reported an email was sent out to the membership. Responses thus far include Marcia Luptak (Collective Bargaining Workshop), Gary Norden (Treasurer Workshop), and Jessica Carpenter (Grievance Workshop). The hotel stay and tuition is paid by ECCFA. Please send Luis Martinez applications as soon as possible.
- ECCFA Spirit Wear Ad Hoc Committee- Heidi Eaton, Tammy Ray, and Dawn Munson volunteered to explore spirit wear options. Connie Orbeta will work on redesigning ECCFA logo and may solicit student work. Pat O'Brien moved to approve the ad hoc committee volunteers serve to explore spirit wear options and ECCFA logo update; 2nd by Miroslav Rezac. Motion passed. John Mravik suggested we wait on printing ECCFA Unity signage until the new logo is ready.
- Dan Kernler would like to offer negotiation workshops for faculty and hopes to meet 1:1 with the negotiation team member who will be primarily responsible for numbers. He will also offer afternoon, evening or Saturday sessions. Cassandra Watson moved to approve that Dan Kernler offer negotiation workshops and 1:1 training for the negotiations team numbers person; 2nd by Armando Trejo. Motion passed.
- Adjunct Faculty Office Hours- Cassandra Watson requested clarification as 3 different versions are in practice. Luis Martinez will send an email to the Deans and to Vice President Rose DiGerlando to clarify contract language stating: for every 3 credit hours = 1 ¼ hours office hours. Less than 3 credit hours = 0 office hours.

- ECC Foundation Contribution Participation- The ECCFA would like to encourage the membership to donate to the ECCFA endowed foundation scholarship. The proposed donation challenge is \$1 per pay period. Faculty may designate foundation donations go specifically to the ECCFA Scholarship. The Sentinel and ECCO will likely feature a story and the Sentinel will include a photo of senators/officers displaying contribution forms.
- Kudos to Sue Ford for hosting faculty picnic- Luis Martinez is requesting recognition of Sue's efforts and hospitality. Luis will explore options for a gift certificate and will report back at the September 19 meeting.
- Curriculum Committee Bylaw Changes- It was reported that Joe Rosenfeld has confirmed he will attend the September 19 meeting.

Division Issues

Cindy Hutman noted recent CETL leadership and division changes have occurred and CETL no longer resides under Teaching, Learning & Student Development Division but now is under the Human Resources Division with Sandi Brown named as director. There is concern amongst faculty relating to process and rationale. Luis Martinez will invite Dr. Sam and Janelle Crowley to attend a future senate meeting to respond to questions and concerns.

Office Door Signage errors persist.

2nd Floor B Building security was questioned, particularly at end of night classes.

John Mravik inquired about the status of emergency evacuation instructions; follow up with Sharon Konny is needed.

Other

Howard Russo shared a news item from Inside Higher Ed- Chicago City Colleges part-time instructors new contract includes performance based salary increases with a laundry list of criteria to be met.

Armando Trejo reported that Made in LA, a documentary, will be screened September 25 at Gail Borden Library. They are requesting a member of the union attend to speak to labor issues featured in the film. Luis Martinez will coordinate with Armando Trejo.

Adjournment-

Cindy Hutman moved to adjourn; 2nd by Marcia Luptak. Motion passed. Meeting adjourned at 5:00 PM.

Next Meeting: September 19, 3:00-5:00 PM, C-120

REPORTS

President's Report (Luis Martinez)

- Sue Ford and Luis Martinez discussed the evaluation of counseling department with Dr. Sam and VP DiGerlando. We expressed concern about the process, specifically the fact that the consultant appeared for a counseling session with a counselor pretending she was a student and there was a fake file in the system showing her as student. The administration defended the action; we argued that this adds more to an already damaged trust. We asked for a copy of the consultant's report and we were told they had just received it and that we will get a copy after they have their chance to look at it. Dr. Sam was adamant about changes coming to the counseling department. As the evident need to be proactive in this case is not to be questioned, we have scheduled a meeting with the counselors to take place Wednesday September 5. We will continue to monitor developments on this situation. We believe that changes cannot be implemented during the life of the current contract.
- We continue to monitor the parking lot situation. The ECCFA has communicated to Dr. Sam some suggestions to improve the parking lot situation. We will continue to bring this to the table until the problem is resolved.

2nd Vice President's Report (Marcia Luptak)

Items to report to constituents:

1. Last week, I sent out an all-UAF-2 email. Please contact Marcia Luptak mluptak@elgin.edu if you did not receive it.
2. Please read your contract, the Faculty Development Adjunct Handbook, and the Evaluation Handbook. It is very important that you understand these documents. Please read them before you ask questions as they have the answers to many of the questions I have been asked the past month.
3. There are a lot of questions about Faculty Development out there. I ask that all UAF-2s look through the handbook. If they have any questions, they can contact me at mluptak@elgin.edu. There will be an article about UAF Faculty Development in the September Sentinel and Faculty Development questions will be added to the FAQ page on the ECCFA in the near future.
4. All UAF-2s must keep office hours. You are expected to be in the office during those office hours. This is contractual.
5. There have been a lot of questions about UAF-2 load. I ask that everyone look at the class assignment protocol in the contract. Please understand that UAF-2s are eligible to teach 9-10 credit hours without any special permission and that these hours are to be assigned according to seniority prior to any assignments to UAF-1s or non-unit faculty. However, this does not mean that your department has to change the schedule to accommodate you. If you are not available to teach the classes that are open, this is not grievable. Also, 12-credit hours assignments are at the discretion of the Dean. How additional assignments are made is governed by the protocol chart. If you do not understand how to read the chart, ask your Senator for clarification.
6. Again, there is a 30-day time frame for grievances. You cannot file a grievance for something that happened last year. If you feel that you have a grievance, please give the details and the section of the contract you believe is being violated to your Senator immediately.

3rd Vice President's Report (Cassandra Watson)

- Working on getting bargaining unit members signed up as full members in the union. Went from about 40% signed members to about 45% in the past two weeks. We are making progress!
- I have also been working just a little on getting paper copies of the contract to my constituents.
- Reminder that all adjuncts should be holding the appropriate amount of office hours and that those hours need to be posted on our office door.
- Lastly, make sure you are saving receipts that you might want to get reimbursed for through your professional development money. More information about this money coming soon.

Academic Policy Committee Report

Continuing our effort to provide broad input into administrative procedures, the process owners will work with cross-functional teams on initial revisions and then bring to APC for faculty input.

We caught up on our cycle so this semester we will be reviewing the following:

4.104 Absence Notification for Students (approved this summer for 2013 catalog)

4.408 Appeal (approved this summer for 2013 catalog)

4.402 Student Code of Conduct (approved this summer for 2013 catalog)

4.401 Complaint (under review: Dean of Student Services and Development is process owner)

We also discussed criteria for procedures coming to APC and will be drafting amendment to bylaws for September meeting.

Assessment Committee (Eric Long)

The only immediate position that needs to be filled would be from MSE. The larger problem is that our membership doesn't seem to reflect the new divisional structure and our bylaws are a bit vague in how the committee actually determines membership. We are working on our bylaws this semester so that we can fix this issue by elections. Here's what I have:

BUS/SSCT (2) Scott Adams, Ron Kowalczyk
CABS (3) Ruby Sanni, Brooke Transue, Eric Long
HP (2) Cathy Incapreo, Sharon Walicek
LVPA (2) Tina Leverenzzi, Travis Linville
MSE (1) Janet Whitsitt

Here's where I get confused...

ADLR/Student Services (2) Arturo Vazquez, Marge Schildknecht (Should they be combined/separate?)
The final three members are Peggy Gundrum, Elizabeth Hobson, and Colleen Stribling. I think all three would be considered ABEC, but I really don't know how that fits into/under the ECCFA umbrella...are Peggy and Elizabeth ECCFA covered positions? Should they be voting?

Curriculum Committee (Joe Rosenfeld)

Refer to Revised Committee Bylaws included at the end of the document.

ECCFA Social Media Report (Jessica Carpenter)

Pictures are up from the ECCFA Picnic! If you have events or stories you want featured, email them to jcarpenter@elgin.edu.

FAVs (Rick Bonnom)

For the 2012 Day of Caring, United Way of Elgin has partnered with the City of Elgin, KaBOOM!, Discover Financial Services, and Neighborhood Housing Services to build a new playground! On Friday, September 28th, volunteers will turn an empty space into a brand new place to play. Faculty are encouraged to volunteer. The space is on Wright Avenue in Elgin.

Learning Community Committee Report (Colleen Stribling)

Over the summer, the steering committee participated in an all-day retreat to finalize a draft of committee by-laws, committee responsibilities, and goals for the upcoming year. In anticipation of the approval of official committee status by ECCFA, the members also discussed committee composition and leadership.

A group of current committee members are planning to attend the 2012 National Learning Community Conference being held in November in Indianapolis. The goal in attending the conference is to maintain current in best practices and provide inspiration for delivery of future professional development opportunities for ECC participants in Learning Communities.

For a listing of current Learning Community pairings, see www.elgin.edu/learningcommunity.

MAGIC Report (Clark Hallpike & Kimberly Tarver)

Save the Date! November 8, "The Interrupters" will be screened and Cobe Williams from Cease Fire in Chicago will lead discussions. MAGIC is partnering with Gail Borden Library and others on this activity.

MAGIC's first meeting is September 17, 3:00-4:30 PM, F- 212. It is an open meeting and will feature discussion and selected scenes from "Precious Knowledge", a documentary exploring challenges and success experiences of Latino students. Students, Faculty, Administrators, Support Staff & Community Members are welcome.

MAGIC Meetings are held the 1st and 3rd Monday of each month. Membership and participation is open to all.

Calendar of Events:

September 17- Open Meeting & Learning Experience- "Precious Knowledge"

October 1- Planning Meeting

October 3- Book Discussion "Flight of the Quetzal Mama: How to Raise Latino Superstars & Get Them into the Best Colleges" (Open to ECC Community and Public)

October 15- Open Meeting & Learning Experience

October 17- Dinner Dialogue "Discounted Dreams". MAGIC hopes to partner with ECCFA & is awaiting approval from CETL.

November 5- Open Meeting & Learning Experience

November 8- "The Interrupters" film & discussion, Ricardo Cobe Williams. Afternoon session with students; evening event open to the public.

November 14- Panel Discussion featuring China Experience; collaborating with GIST, USAC & others

November 19- Open Meeting & Learning Experience; Venezuelan Youth Orchestra Documentary & Dr. Luis Martinez

December 2- Venezuelan Youth Orchestra at Chicago Symphony; collaborating with Dr. Luis Martinez
December 3- Open Meeting & Learning Experience

Sentinel (Lori Clark)

Publication Dates & Submission Deadlines

September 17—deadline on September 13

October 15—deadline on October 11

November 12—deadline on November 8

December 10—deadline on December 6

ECCFA Important Dates for 2012-2013

FALL SEMESTER 2012

September 19, 2012(W) 3:00-5:00 PM Senate Meeting C-120

October 3, 2012(W) 3:00-5:00 PM Senate Meeting C-120

October 17, 2012(W) 3:00-5:00 PM Senate Meeting C-120

October 31, 2012(W) 3:00-5:00 PM Senate Meeting C-120

November 14, 2012 (W) 3:00-5:00 PM Senate Meeting C-120(NOTE: Thanksgiving 11/22)

November 28, 2012 (W) 3:00-5:00 PM Senate Meeting C-120

December 12, 2012(W) 3:00-5:00 PM Senate Meeting C-120

December 14, 2012 (F) Grading Day AND Graduation (NOTE: Classes end TH 12/13)

December 17, 2011 (M) 8:00 AM Grades Due

SPRING SEMESTER 2013

January 10, 2013 (R) TBA ECCFA General Member Meeting & Luncheon UBC Dining

January 11, 2013 (F) 9:00-10:00 AM New Faculty Intro/Welcome to ECCFA Meeting F-203 (ICT 203)

January 11, 2013 (F) 1:00-2:00 PM Instructional Coordinator/ECCFA Meeting F-203 (ICT 203)

January 16, 2013(W) 3:00-5:00 PM Senate Meeting C-120

January 30, 2013(W) 3:00-5:00 PM Senate Meeting C-120

February 13, 2013(W) 3:00-5:00 PM Senate Meeting C-120

February 27, 2013(W) 3:00-5:00 PM Senate Meeting C-120

March 13, 2013(W) 3:00-5:00 PM Senate Meeting C-120 (NOTE: Spring Break 3/25)

April 3, 2013(W) 3:00-5:00 PM Senate Meeting C-120

April 17, 2013(W) 3:00-5:00 PM Senate Meeting C-120

May 1, 2013(W) 3:00-5:00 PM Senate Meeting C-120

May 15, 2013(W) 3:00-5:00 PM Senate Meeting C-120

May 16, 2013 (R) Grading Day

(NOTE: Classes end W 5/15)

May 17, 2013 (F) Graduation

May 20, 2013 (M) 8:00 AM Grades due