



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



## **ECCFA Senate Meeting Minutes**

Wednesday, September 19, 2012

3:00 PM – 5:00 PM

Room C-120

**Call to Order:** Luis Martinez called the meeting to order at 3:02 PM.

### **Roll Call**

**Present:** Michele Brynelsen, Lori Clark, Linda Hefferin, Cindy Hutman, Dan Kocher, David Lawrence, Marci Luptak, Tim Marquez, Luis Martinez, Loretta McAllister, John Mravik, Gary Norden, Pat O'Brien, Mary O'Sullivan, Chad Pearion, Joel Peck, David Reich, Joyce Ross, Julie Roth, Howard Russo, Kimberly Tarver, Armando Trejo, Glenn Turner, Baudelaire Ulysse, Cassandra Watson

**Absent:** Rick Bonnom, Miroslav Rezac, Cathy Tomasik

**Visitors:** Joyce Fountain, Clark Hallpike, George Rosa

**Guests:** Joe Rosenfeld, Janelle Crowley, Dr. David Sam

### **Recognition of Visitors & Guests**

- **Dr. David Sam, President, Elgin Community College and Janelle Crowley, Chief Human Resources Officer** were invited to attend the meeting to address questions relating to recent changes to the **Center for Enhancement of Teaching and Learning (CETL)**.

Introductions were made by Luis Martinez. Janelle Crowley explained her analysis of CETL which she performed when she first arrived at ECC. She looked at the incidence frequency of cancellations and identified problems with coordinating the CETL calendar with other events on campus. She cited the most recent conflict with the Latino Heritage Breakfast and Dr. Maryellen Weimer which they managed through some minor adjustments to the schedule. (A later comment suggested that marketing department coordinates the calendar of events.) She stated that there is a faculty advisory committee and that will not change and reiterated that CETL will remain faculty driven. She also said that there were inconsistencies with record keeping and tracking of credit.

Dr. Sam emphasized the move is directed at improvement, expressing a desire to try out the changes and if they don't work, we'll change it. Dr. Sam requested we give the changes some time, collect feedback, and revisit the issue in January or February at which time he would reassess the situation.

Question: Who is on the advisory committee? Linda Hefferin responded that Mark Pelzarski and Gary Christenson were on the committee but recently retired. Heidi Eaton, Tim Kaar and Armando Trejo remain on the committee. Armando Trejo confirmed that the advisory committee was not involved in the decision to move CETL from TLSD to HR. It was confirmed that Teri Stein often contacted the committee with questions about new workshops.

Janelle Crowley reassured the senate that everything would remain the same. Dr. Sam stated that only supervision had changed. It was suggested that things were not the same with the example that Sandi Brown's and Teri Stein's roles at

the Maryellen Weimer Learner Centered Teaching workshop; Teri Stein did not appear to be involved. One member clarified that the program had not changed and yet the advisory committee was not involved in the decision to relocate CETL to HR. Janelle Crowley responded stating that the advisory committee will be involved with programs but agreed, they were not involved in the decision making process to make the organizational change.

There was some confusion about staff availability and communications with CETL. Dr. Sam initially stated that communication may come from Sandi Brown and Janelle Crowley explained that this is due to limited availability of hours of previous staff and the change should improve communications. Kimberly Tarver cited a recent communication with Sandi Brown in which Kim was specifically directed by Sandi to submit any and all proposals, requests, or questions to her directly. Ultimately, Dr. Sam was very clear when he directed faculty to send any CETL business to Teri Stein.

Faculty expressed concern that-

- ✓ CETL is no longer under the academic side of the institution and referred to a history of CETL and TLSL. When CETL was initially formed, several models were explored and the evidence suggested that a model in which HR and CETL are housed together was not successful.
- ✓ CETL does not provide employee “training”, and should remain focused on professional development.
- ✓ There is potential conflict related to lane movement in HR and decision making about professional development opportunities.
- ✓ The change appears to be a move to promote; it appears corporate with incentives toward higher ranking on job performance as in the corporate environment. Dr. Sam confirmed that it was not the intent but recognizes the “astute” point.
- ✓ The advisory committee was not involved in the decision to make the organizational change.
- ✓ Openings on the advisory committee due to retirements need to be filled.
- ✓ Communications with CETL have changed; decision-making has shifted.
- ✓ “We do not expect to have approval but we do expect communication.”

Luis Martinez suggested the faculty provide names of potential new members to the advisory committee to fill the vacant spots due to retirees as previously mentioned.

Dr. Sam was agreeable to discuss the new **Student Success Infrastructure-**

Compensation has not yet been negotiated by the VP of TLSL and the ECCFA. There is nothing new in the infrastructure. It is a combination of what we have been doing. The structure is designed to divvy up the work and allow groups to work on narrow areas; this will facilitate meetings and bring people together. Dr. Sam was inquiring about our interest in serving when he met with individuals privately. He realizes that faculty appointments have to come to the senate; he was simply trying to determine our level of interest. He stated he does not know what compensation will be. He has made no commitment. Faculty stated that compensation was discussed at the September 6 meeting and indicated that large circle co-chairs would have 3 hours and smaller circle task force chairs would have 1 hour of release time. Dr. Sam explained that he started the process or it would never get done. Now there is room for input and it is not cast in stone. He invited faculty to bring our ideas. This is a starting place. He explained that there is a link to accreditation. It is set up for 5 years but folks may move in or out; this will create opportunity for others.

Howard Russo stated that the process and protocol for faculty involvement was not followed. Individuals were asked to serve and compensation was discussed. Dr. Sam reminded the senate that this is a beginning and the people will change. He stated that no one has received compensation at this point in time. It was restated by faculty that people were asked to serve and specific compensation was discussed.

Several members expressed that they were not aware of the topic being discussed and would like additional information. Faculty stated that over half of us in this room do not know what is being discussed; information has been shared informally with a select few and that is contributing to the current state of dissatisfaction. Dr. Sam stated the information would be shared except the compensation issue is unresolved. He said he would send out an email when compensation is resolved. Senators requested to see an overview of the infrastructure; information can be shared without the compensation being settled, the structure, the strategic plan, and expectations. Dr. Sam said he will send this out today.

Faculty questioned how individuals were selected to serve. Dr. Sam stated that they were people who were already involved. Concern was expressed regarding who is not at the table, specifically, counseling. Faculty requested information about the committees and expressed concern that many were excluded. Dr. Sam explained that there are people who have been doing things historically and they have been given first opportunity to serve.

- Luis Martinez introduced **Joseph Rosenfeld, Curriculum Committee Chair** who is here to discuss committee policy changes. Joe has served on the curriculum committee for 8 years; 5 years as Vice-Chair. Revisions or review of bylaws is required every 2 years; the bylaws have not been revised since 2001. In the fall of 2011, he shared the bylaw electronically and sought input from committee members. They were then revised based on input and a process of ongoing review and revision was employed.
  - ✓ The purpose was not changed and updates in language were made.
  - ✓ Membership section had no documented methodology so this section was revised, borrowing from Faculty Development apportionments. Old divisions were granted one and the apportionments added. There was both over and under representation of divisions. They added college transitions/developmental education and ABE, one from each division. The total was 14 and now the maximum is 23. Both full time and adjunct faculty are eligible to serve on the committee.
  - ✓ Officer section language is in alliance with Robert's Rules. New sections c) and d) clarify the sequence of events to transfer responsibilities and duties.
  - ✓ Quorum was changed from 2/3 to a simple majority.
  - ✓ Procedures consisted of language changes.
  - ✓ Summer procedures are unchanged.

Cassandra Watson asked how members were elected. Joe stated that there are 4 openings and members are elected by division. The senate thanked Joe Rosenfeld for his visit and explanation.

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

**Secretary's Report:** Kimberly Tarver

There was a motion by Pat O'Brien and a second by Marcia Luptak to approve the minutes of September 5, 2012. The motion passed; the minutes were approved.

A laptop with MS Office software and an external hard drive was purchased. Pending purchases include printer, case and antivirus software.

**Treasurer's Report:** Linda Hefferin

The treasurer's report was accepted with the following comments: A check was sent to CTU for \$300 and one to Lake Forest Teachers for \$100. A check to the ECC Foundation for the endowed scholarship was issued. Donations collected at picnic for the foundation are reflected as miscellaneous income and miscellaneous expenses in the report.

**President's Report:** Luis Martinez

CTU & Lake Forest strikes are over. The IFT Higher Ed Conference will be held in late October; all members are encouraged to attend; interested individuals are requested to contact Luis Martinez prior to the next meeting. Luis met with key individuals to discuss the Student Success Infrastructure. He felt that Janelle Crowley understood the ECCFA's concerns and reported that all meetings have been halted pending senate approval and settling the matter of compensation as members expressed concern that the senate had not approved any participation and there is violation of article 2.9. There is a follow up meeting tomorrow with the faculty who were invited to participate. A request for approval of members was sent to Luis Martinez by VP Rose DiGerlando.

**1<sup>st</sup> Vice President's Report**                      Howard Russo

A friendly reminder was given to senators to contact their constituents. Keep up the good work!

**2<sup>nd</sup> Vice President's Report**                      Marcia Luptak

We need 2 more UA2 Senators; please make some recommendations. The new self- assessment forms are available online; if you up for triennial review, you must use new form. Faculty Development Committee (FDC) has allocated \$3000 for Full Time, UA1 Faculty and UA2 Faculty for the fiscal year.

Please read the Sentinel with special attention to piece on Weingarten rights, particularly if you think action will be disciplinary. Kudos to Lori Clark on the Sentinel! Faculty Development Committee information session will be offered on a Monday evening and a Saturday in October.

UA2 member Eduardo Hernandez is in the hospital and has a good prognosis. Paul Dawson is also in the hospital following surgery and a life-threatening emergency.

There are questions about department meetings and adjunct faculty attendance in the library. Armando Trejo confirmed there are weekly meetings and the meetings occur during working hours. Adjunct faculty are not required to attend department meetings.

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

We still needs one senator; and one committee member for faculty development. She requested full-time faculty to keep an eye out for candidates.

**Committee Reports**

Written Reports are included at the end of the agenda.

**Elections & Committee Openings-**

A motion was made by Cindy Hutman and seconded by Howard Russo to consider the following items as a consent agenda. The motion was approved.

- UAF2 Senate Seat Openings- Tim Marquez
- Curriculum Committee Opening- Angelika Stachnik (Health Professions-Radiography) and Karen Taylor (Health Professions-Nursing), Jennifer Ellsworth from MSE.
- Records Specialist II Search Committee request by Dr. Jennifer McClure- Armando Trejo is seeking approval to serve as a MAGIC representative.
- Student Life Search Committee request by Amybeth Maurer- Joyce Fountain is seeking approval to serve as a MAGIC representative.
- Proposed Tenure Committee for Kristen Campbell: Dan Kernler – Co-coordinator; Nicole Scherger – Kristen's request; Terri Martin – Dean's selection.
- Students Affairs Committee-Dennis Lynch (Fall 2012 only), Timothy Anderson, Kim Schellin-Rog and Frederick Vogt
- ULI Professional Development Applicants-

Marcia Luptak : Introduction to Collective Bargaining, Jessica Carpenter: Grievance Administration, Ellie Swanson: Introduction to Collective Bargaining, Gary Norden: Treasurer's Workshop

- GIST Extra and Co-Curricular Events Subcommittee- Baudelaire Ulysse. Luis did receive some requests about what that committee is about; they meet a few Fridays a semester; Tim Marquez spoke about the purpose stating that they plan and discuss events on campus and they may bring in speakers. Irina Del Genio is the chair.

A motion was made by Dan Kocher and seconded by Cassandra Watson to approve the consent agenda. The motion was approved.

### **COPE**

A motion was made by Howard Russo and seconded by Pat O'Brien to adjourn to COPE. The motion passed.

A motion was made by Howard Russo and seconded by Dan Kocher to adjourn to Senate. The motion passed.

### **Old Business**

- Pathways to Knowledge Brick - ECCFA Brick Engraving- Linda Hefferin has the form for the brick and we have a 28 space limit. The consensus was to engrave "ECC Faculty Association" on the brick.
- Honors Committee Survey was discussed. The title was changed to "Program" versus "Course". It is still viewed by the senate as student evaluation of instruction and evaluation of faculty. Concerns persist with the results being used inappropriately and the tool may minimize the impact of the grievance committee, should a need arise. Faculty are welcome to use the tool voluntarily within the classroom.
- Cindy Hutman reiterated that we need 2 CABS 1 HP and 1 LVPA on Curriculum Committee which meets the 1<sup>st</sup> and 3<sup>rd</sup> Fridays. Julie Roth from CABS was nominated by Cassandra Watson; the nomination was seconded by Dan Kocher; the motion passed.

### **New Business**

- Learning Communities Committee Bylaws- Please review the bylaws for next senate meeting.

### **Division Issues**

- Question regarding evaluation of non-unit librarians. The same form for unit librarians is used for non-unit. Non-unit is not covered in the contract; this is a non-union issue.
- Luis Martinez noted he had been contacted by Dr. Sam to initiate contract negotiations 10 months earlier than scheduled. His request included sharing an article about recent outcome of faculty at Chicago City Colleges. Luis explained that elections and training are in process. There is general consensus that the schedule remains the same. Of note, any requests regarding negotiations should be directed to Howard Russo, chief negotiator.
- Distinguished Alumni Award- faculty are encouraged to nominate candidates.
- Question regarding academic property. Materials developed which faculty are compensated for, e.g. sabbatical or hybrid/on-line course materials are retained by the college.
- The question regarding other faculty having access to D2L courses was addressed; faculty may voluntarily invite other faculty to join an online or enhanced course but are not required to do so.

**Adjournment** - A motion to adjourn was made by Pat O'Brien and seconded by Glenn Turner. Motion passed. The meeting adjourned at 4:50 PM

Next Meeting: October 3, 3:00-5:00 PM, C-120

### **REPORTS**

**President's Report** (Luis Martinez)

- IFT Higher Education Conference- October 26-27 at Double Tree Hotel in Oakbrook IL and IFT Robert M. Healy Center in Westmont
- The Senate approved by email vote a \$300 donation to support the Chicago Teachers Union job action and a resolution of support was drafted and approved.
- The Senate approved by email vote a \$100 donation to support the Lake Forest School District job action.

### **1<sup>st</sup> Vice President's Report** (Howard Russo)

There have been some comments from our membership that they don't know who their senator is. I am making a request to all the senators that you contact your constituents by email before the next senate meeting October 3rd. I would also like to thank the senators that have already contacted their constituents, keep up the good work. Please refer to attachment for a list of divisions, senators and constituents.

### **2nd Vice President's Report** (Marcia Luptak)

### **3rd Vice President's Report** (Cassandra Watson)

### **Academic Policy Committee Report**

#### **Academic Technology Committee** (Dan Kocher & Karin Stacy)

Academic Technology Committee will meet on Friday from 10:00 until 11:00 AM in Conference Room F-121 (old ICT-126). Among the items to be discussed will be the newer versions of electronic blackboards.

#### **COPE** (Ronald B. Kowalczyk, Esq.)

Please continue to follow Constitutional Amendment 49 regarding proposed changes to your pension. The *Sentinel* will be publishing an article by Jane Lehmann, ECCP3 President, which will provide you greater details. The Amendment is on the ballot for November 6, 2012.

#### ***What can you do?***

- Become knowledgeable about this proposed Amendment, so you are able to talk to your friends and family about it. Below is a link to the complete bill that includes both the arguments for and arguments against that the Secretary of State's Office will distribute to voters.
- If you're not registered to vote, get registered.
- Vote on November 6, 2012

### **Curriculum Committee** (Joe Rosenfeld)

#### **Early Alert** (Vany Wells)

I thought the faculty might like to see the consistent positive trends of the Early Alert referral (as shown in the earlier reports, prior 3 terms), the student who are referred and also contact a case manager have better GPA's in the course and term and better retention rates than those who don't. (Please refer to attached report.)

### **Grievance Committee**

#### **Honors Committee** (Johanna Cummings)

On September 10, the Honors Committee met, and I shared with them the concerns raised in the ECCFA Senate meeting regarding the assessment survey. In response, the Committee has clarified the title of the proposed student survey as a "Program Assessment Survey" rather than a course assessment survey (see attached). The Committee is also comfortable removing the instructor's name and course title information to ensure anonymity. However, some Honors instructors on the Committee expressed a wish to receive the results from the surveys for their own classes. If instructors choose to have their names included, we will honor that choice.

I hope these changes answer the concerns raised. Please let me know if you have any additional comments or

questions.

Please consider registering for CFD 400-311: An Apple for the Honors Teacher. This CETL session is designed for current Honors faculty as well as those interested in teaching in the Honors Program. Experienced and enthusiastic adjuncts are especially encouraged to attend. The workshop will explain the Student Learning Outcomes for Honors classes as well as upcoming program goals. Earn lane credit, enjoy light refreshments and snacks, and get to know fellow Honors faculty in this workshop!

CFD 400-311  
October 1, 2012  
3:00-5:00 p.m.

### **Learning Community Committee Report** (Colleen Stribling)

Please review the bylaws for the next meeting.

The steering committee voted to approve the final draft of the committee by-laws. Colleen Stribling was recommended by the current committee as the Committee Chairperson, subject to ECCFA approval.

Goals for the current semester include: building a yearly schedule that would detail and plan Learning Community offerings, creating a “How to” workshop for faculty interested in teaching in a Learning Community, and developing a plan for data driven decision making.

Committee members are planning to attend the National Learning Community Conference in November in Indianapolis.

Learning Communities Committee Bylaws was submitted to the Senate for approval.

### **Membership Committee** (Connie Orbeta)

There was a slight increase in membership for the UA1s from the last report. (There are a total of thirty new UA1s and UA2s.) The numbers for UA1s and UA2s will fluctuate slightly in the next two weeks. I anticipate that the numbers will increase for the UA1s.

|                              |                 |
|------------------------------|-----------------|
| FT - 140                     | Full Membership |
| UA1s - 155                   | 63 Members      |
| UA2s - 243                   | 204 Members     |
| Total signed members 405     |                 |
| Total 538 - Faculty eligible |                 |
| (INAs 26)                    |                 |

### **Picnic Report** (Sue Ford)

Concerns were expressed with charging a fee to our members. 20% no show is typical and we did not exceed budget.

August 25, 2012 was a perfect, sunny day, and all in attendance had great fun—especially the kids with the Pinata. The food was great, and the dessert buffet was worthy of a 5-star restaurant!

I want to thank Mary Elfring, Howard Russo, Roger Ramey and Luis Martinez—the best committee! Sharing the work made it fun! A special thank you goes to all of the above, Linda Hefferin, Dan Kocher, Rick Bonnom, and Gary Norden for invaluable help with cleanup and yard restoration!

Monday, I took all the leftover food to Lazarus House in St. Charles, and made the donation in the name of the ECCFA. They were gushingly grateful!

Problems: we ended up with more food than we ultimately needed, primarily because of no shows who had responded that they were definitely coming. A few had paid in advance, but the majority of them were faculty coming without guests. Planning a large party always includes counting on about 10 to 15% last minute extra guests—and we had that. We could not have anticipated over 20% no shows from the original count. It was disappointing.

I would suggest that next year, all reservations must be paid in advance, and members should be charged a small fee. Had we charged each adult and kids over 12 5.00 and 3.00 for kids 12 to 3 we would not have needed the extra 200.00 from the ECCFA.

**FACULTY RESPONSES**

Accept 64  
Regrets 48  
 112

**ATTENDANCE**

|              | Reserved   | Actual     |
|--------------|------------|------------|
| Faculty      | 61         | 52         |
| Adult Guests | 48         | 39         |
| Kids>12      | 1          | 2          |
| Kids <12     | 15         | 15         |
| Toddlers     | 8          | 8          |
|              | <u>133</u> | <u>116</u> |

|              |            |
|--------------|------------|
| Reservations | 133        |
| No Shows     | -27        |
| Walk Ons     | <u>+10</u> |
| Attendees    | 116        |

**INCOME**

|              |            |                      |
|--------------|------------|----------------------|
| ECCFA        | 550        | 550                  |
| Reservation  | <u>403</u> | <u>Attendees 350</u> |
| Total Income | 953        | 900                  |

With walk ons, the income should have increased; however, a number of no shows had not paid in advance. A number of people did pay at the site upon arrival.

**EXPENSES**

|             |              |  |
|-------------|--------------|--|
| Tent        | 120          | (100 +20 tip for set up asst.)                             |
| Pinata      | 43.69        | (10 pinata)<br>(33.69 toys & candy)                        |
| Supplies    | 71.53        | (napkins, forks, foil trays & steamer, table cover, tongs) |
| Bread       | 37.08        |  |
| Meats       | 231.75       | (25 lbs. Beef & peppers)                                   |
|             | 164.78       | (192 pcs. Chicken—96 grilled, 96 fried)                    |
| Side Dishes | 161.89       | (Veggies & dip, 2 kinds potato salad, Cole slaw, Fruit)    |
| ICE         | <u>20.25</u> |  |
| Total       | 850.97       |  |

Average cost per person (not including toddlers)—\$7.89

|               |        |
|---------------|--------|
| Total income  | 900.00 |
| Total expense | 850.97 |
| Unused        | 49.03  |

**Sentinel** (Lori Clark)

Publication Dates & Submission Deadlines

October 15—deadline on October 11

November 12—deadline on November 8

December 10—deadline on December 6



## **ECCFA Important Dates for 2012-2013**

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