



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

Call to Order: Luis Martinez
The meeting was called to order at 3:07 PM.

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, Mary O'Sullivan, Chad Pearion, Joel Peck, Miroslav Rezac, Joyce Ross, Julie Roth, Hoard Russo, Kimberly Tarver, Armando Trejo, Glenn Turner, Cassandra Watson, Jessica Carpenter

Absent- Gary Norden, Pat O'Brien, David Reich, Cathy Tomasik, Baudelaire Ulysse

Recognition of Visitors & Guests

Dan Kernler, Catherine Moushon, Marcy Thompson, Johanna Cummings, Mary Perkins, Sue Ford, Colleen Stribling
Marcy Thompson and Johanna Cummings

- Dan Kernler and Catherine Moushon were recognized and shared concerns regarding the make-up of the honors committee, communication regarding scheduling and coordination of honors courses with the math department. They requested the Senate consider the honors committee to become a standing committee with proportional representation across divisions. The proposed change would require a constitutional amendment. Johanna Cummings reminded the Senate that representation has been requested across divisions, and service is voluntary. Howard Russo moved and David Lawrence seconded to refer the request to the amendments committee. Discussion revolved around approval of Honors Committee bylaws which are approved by the senate, a requirement that 75% of the committee membership must teach honors courses which limits the potential for proportional representation and lack of representation by divisions that do not currently teach honors courses. The question was called; the motion passed.
- Johanna Cummings, Marcy Thompson and Mary Perkins were recognized to discuss the Honors Program Survey. There is concern that the proposed tool appears to evaluate instruction as compared to the program. Marcy Thompson summarized the history which included a charge to enhance the honors program by Dr. Sam approximately 18 months ago. The bylaws were submitted to the senate, release time was approved for the director and the standing committee is faculty driven. Mary Perkins was designated the administrative liaison to support program development. All college programs must participate in program assessment. The purpose of the tool is to assess the program's effectiveness and service to students. The intention is not to evaluate instruction and revisions are now being proposed. Johanna Cummings clarified the proposed revisions as highlighted in the document provided. Any items relating to *instructor* were deleted and replaced with *program*. The focus of the survey is directed at the student experiences in the honors program. All survey responses will be placed in an aggregate pool. The honors committee members will see the results which shall remain protected. The survey will be administered in individual classes which leads to a concern that students may misunderstand the intent and assume the questions are directed toward the class versus the program. The assessment committee has not been involved in honors program review development. Lisa Wiehle has been the primary contact regarding program

review. Conversation followed relating to suggestions for consideration. They include:

- Capstone experience during which the survey will be administered
- Incentives to increase survey response rates
- Clarify instructions to minimize confusion of program survey versus class survey
- Compare tool to those used by other programs
- Develop tool to assess student outcomes after completion of the program versus student opinions of program
- Develop classroom assessment techniques and seek sharing of information amongst participating faculty
- Consult with faculty member who is well versed in the contract
- Consider student portfolio which includes work demonstrating achievement of program outcomes

Discussion of additional concerns included:

- Development of assessment tool with limited representation
- Concern the tool may set a precedent and future protections
- Recognition of unique challenges to assess a program like the honors program as outcomes are more general and there is a soft end-point as students may transfer out before completing the program

The nature of the conversation was passionate as faculty are committed to excellence in teaching and learning and committed to ensuring protections provided by the contract relating to evaluation of instruction. Jessica Carpenter volunteered to gather additional information related to the honors program survey and discussion.

REPORTS- Written Reports submitted are included at the end of the agenda.

Secretary's Report: Kimberly Tarver

Amend the minutes to correct the time the meeting was called to order at 3:02 PM Howard Russo moved and Cassandra Watson seconded the motion to approve the minutes as amended. Miroslav Rezac abstained. The motion passed.

Treasurer's Report: Linda Hefferin

The treasurer's report was distributed followed by acceptance.

President's Report: Luis Martinez

The written report is included in the agenda. Luis Martinez highlighted the meeting with Adrienne McCauley and her request to work with ECCFA officers to increase community involvement. He congratulated faculty who were granted tenure and reminded the senate to consider donating toward the Annual Giving campaign, specifically the ECCFA Endowed Scholarship. He referred to his report regarding recent changes to the Write Place and open enrollment for benefit programs.

1st Vice President's Report Howard Russo

Howard Russo reported a meeting with Vice President Rose DiGerlando took place. Several issues were discussed at that time without resolution.

2nd Vice President's Report Marcia Luptak

The written report is included in the agenda. Marcia clarified that minimum office hours are in 15-minute increments and may not be held between classes if only 15 minutes between classes. Regarding lane movement and programs of study, if a program was initiated prior to hire date, submit a pre-approval of credit form for each and every class after being hired and prior to beginning of the class. UA1 Faculty will be notified by email. Pre-approval of graduate credit is required if it is to be applied toward lane movement. A workshop is being planned to explain Faculty Development on Monday, 10/22 and Thursday, 10/25.

3rd Vice President's Report Cassandra Watson

Cassandra Watson reported an opening on the senate still remains and requesting candidates to serve. She asked for

clarification regarding which committees provide compensation for adjunct faculty service. Sue Ford replied that college wide committees which require senate approval warrant compensation. This does not include department committees; compensation for such committee work is at the discretion of the individual dean.

Committee Reports

Committee reports submitted are included in the agenda.

The Insurance committee is requesting adjunct faculty representation. Currently, two full time faculty (Janet Whitsitt and Luis Martinez) serve. It is anticipated the maximum Flexible Spending Account allowance will decrease.

MAGIC (Kimberly Tarver) reported that efforts to collaborate with CETL to offer credit for the upcoming Dinner Dialogue have not been productive thus far.

Elections & Committee Openings- (May be considered as consent agenda.) As Julie Roth was approved to serve on Curriculum Committee at the last meeting, there is a need for a representative from Health Professions Division in addition to the proposed nominations. Timothy Marquez withdrew his nomination to serve on the CETL Advisory Committee. Item # 4 (Student Success Infrastructure) was removed from the consent agenda pending approval of compensation by the board of trustees at the November meeting. It was moved by Marcia Luptak and seconded by Dan Kocher to accept the consent agenda items 1, 2 and 3. The motion was approved.

1. Curriculum Committee Nomination- Timothy Marquez, UAII, CABS; Keith Lewis, CABS; Loretta McCallister, LVPA
2. CETL Advisory Committee Nominations- ~~Timothy Marquez, UAII, History & Political Science~~; Lina Barosso, UAII, Psychology
3. The following faculty members have volunteered to attend the IFT Higher Education conference , October 26 & 27, in Oak Brook : Luis Martinez, Linda Hefferin, Irene Birkholz –Benter, Sue Ford, and Gary Norden.

4. ~~Proposed Team and Task Force Leaders for FY13 Student Success Infrastructure~~

(faculty candidates highlighted; faculty declining to serve indicated by strike through)

**compensation has not yet been agreed upon*

Embracing a Learning Centered Environment

Sarah Dye-Co-Team Leader

James McGee – Co-Team Leader

Supplemental Instruction Models

Terry Martin – Co-Taskforce Leader

Annabelle Rhoades – Co-Taskforce Lead

Developmental Education Academy

Libby Roeger – Co-Taskforce Leader

MaryAnn Tuerk – Co-Taskforce Leader

Dev. Ed. Curriculum

Ruby Sanny – Co-Taskforce Leader

Rick Mao – Co-Taskforce Leader

Embracing Cultures on Campus

Luis Martinez – Co-Team Leader

Mary Hatch- Co-Team Leader

Cultural Competence/Prof. Dev

Sandi Brown – Co-Taskforce Leader

Joe Rosenfeld – Co-Taskforce Leader

Collaboration and Engagement

Katie Storey – Co-Taskforce Leader

George Rosa – Co-Taskforce Leader

Diverse Recruitment

Clark Hallpike – Co-Taskforce Leader

Janelle Crowley – Co-Taskforce Leader

Embracing Cultures in Communities/Workforce

Joyce Fountain - Co-Team Leader

Peggy Heinrich - Co-Team Leader

Diverse Community

Steve Duchrow – Co-Taskforce Leader

Christina Castro – Co-Taskforce Leader

HS, College, and Adult Readiness

Bruce Austin – Co-Taskforce Leader

Alison Douglas – Co-Taskforce Leader

Embracing Student Support/Resources

Jennifer McClure – Co-Team Leader

Linda Hefferin- Co-Team Leader

David Carillo – Co-Team Leader

Student Transition

Julie Schaid – Co-Taskforce Leader

Christian Zellerhein – Co-Taskforce Leader

Improve Black/Latino Achievement

DeSean Coleman – Co-Taskforce Leader

Vacant – Co-Taskforce Leader

Career Coalition

Sharon Wilson – Co-Taskforce Leader

Pete Almeida – Co-Taskforce Leader

Student Retention

Amy Perrin – Co-Taskforce Leader

Sharon Baker – Co-Taskforce Leader

COPE

Old Business

- Learning Communities Committee Bylaws
Colleen Stribling was recognized. She summarized the make-up of the committee which includes 2 academic deans sit on the committee; one administrative support staff assists with scheduling; 1 counselor and a minimum of 4 teaching faculty to include a faculty chairperson. A suggestion was made to encourage the senate to consider establishing membership committee guidelines for future consideration. There might also be a consideration of a sunset provision for bylaws. The Learning Committee bylaws were accepted. Thanks and appreciation was extended to Colleen Stribling.
- Curriculum Committee Bylaws- In accordance with the Curriculum Committee bylaws which require senate approval, Cindy Hutman moved and Miroslav Rezac seconded approval of the bylaws as submitted. The motion was approved.
- Electronic Voting: A motion was made by Kimberly Tarver and seconded by Howard Russo on September 19, 2012 to authorize Cindy Hutman as the lead person to advocate on behalf of the faculty regarding the matter of the CETL and HR merger. Discussion related to clarification of Cindy's willingness to serve, upon which she agreed and the utilization of electronic voting as it limits opportunity for discussion. The motion passed by e-mail vote.

New Business

- Compensation for unit adjunct faculty serving on committees (Cassandra Watson & Dave Lawrence)
Marcia Luptak stated adjunct faculty do not need to obtain signatures of committee chairpersons to validate participation. They simply need to submit time sheets to their Dean.
Dan Kocher requested a directory of committees. It was discussed that Sara Dye had established a data base and it was suggested that Jamie Pang may be maintaining the list.
- Interpretation of 4.28 (Marcia Luptak) as an adjunct faculty member requested to teach in another division. What is the time frame to expect approval after making a request (Marcia) to teach in more than one division? It has been several weeks.
- Financial Aspects of ECCFA Contract Workshop: 2 Sessions on Thursday, 10/18 at 3:00-4:00 and 5:00-6:00 in D226. Presenter: Dan Kernler. RSVP by 10/12 to dkernler@elgin.edu
- IFT Higher Education Attendees- Luis Martinez, Linda Hefferin, Irene Birkholz -Benter and Gary Norden.
- Lori Clark reported that the Equity Action Team/Diversity Committee to discuss LGBT Issues- Bea Young is finally working on this project. They are meeting next week, Wednesday 230-430. They'd like a panel discussion. They are exploring a similar format to the cultural competency workshop and they are looking for volunteers.
- The Write Place- Glenn Turner reported the coordinator was informed that it was removed from CABS and moved to the developmental education division. The Write Place serves the entire community. The concern Glenn expressed is the impact of changes on the Write Place given historical context. I began in 1995 and took many years to get off the ground; it was a pilot program. The budget and reporting for the Write Place has been moved to another division. Cindy Hutman suggested we ask for clarification from administration regarding the change and why it is being made. Another concern is the lack of conversation with faculty on matters that impact faculty. The English Department has requested Dr. Sam come to them to address questions. Glenn Turner will keep the Senate apprised.
- EVERGREEN PARK Strike- Howard Russo moved that the ECCFA donate \$100 to the Evergreen Park Faculty.

Marcia Luptak seconded. The motion passed.

- Miroslav Rezac initiated discussion about the nursing program, its current interim program director, and heard a rumor that if the college does not hire a director, the state of Illinois will close our program. October 15 is the deadline. Multiple delays have resulted in candidates no longer being available. Our interim is a former UA2; there is concern with divvying out the responsibilities to nursing program faculty. Michele Brynensen affirmed concerns but clarified there is no immediate jeopardy to the program.

Division Issues

- MSE Representation on Honors Committee
- Summer Schedule, Write Place, Reading Lab: There is concern the administration is planning to reduce the summer semester to 8 weeks from 10 weeks.

Adjournment: There was a motion and a second to adjourn the meeting at 5:10 PM. The motion passed.

Next Meeting: October 17, 3:00-5:00 PM, C-120

REPORTS

President's Report (Luis Martinez)

- Adrienne McCauley. Adrienne is a community organizer associated with DuPage United. She is currently working on a community organization project that includes the cities of Aurora, Batavia, Geneva, St. Charles and Elgin. For more details, visit- <http://www.dupageunited.org>
- The ECC Board of Trustees granted tenure to our colleagues Sally Guy, Angelika Stachnik, Linda Wallace and David Carrillo. Join me in congratulating them.
- ECC Foundation Annual Giving campaign is underway. We encourage faculty members to donate to this noble cause. Every dollar counts. If we all give one dollar per paycheck we can contribute more than \$10,000.00 per year to the ECCFA Endowed Scholarship. Remember, every dollar counts.
- The ECCFA has learned of changes to the Write Center, specifically a switch in divisions. Faculty members have expressed concerns regarding the change. The association did not receive any official notification of this change from the administration, nor were we part of any conversation on this subject. We will continue to insist in the need for dialogue between administration and faculty, rather than the after the fact news.
- The Open Enrollment period for Medical, Dental, Voluntary Vision, Optional Life, Long-Term Disability and 2013 Health/Dependent Care Flexible Spending Account Insurance begins October 1, 2012 and ends November 15, 2012.

1st Vice President's Report (Howard Russo)

2nd Vice President's Report (Marcia Luptak)

- If you have an MFA on file with the college, please check your lane placement on your contract. It should be at lane 3
– contact your Senator/ ECCFA VP if this is not the case.
- A friendly reminder. Do not individually bargain with your dean or any administrator or board member. That means we can't make one-on-one deals for low-enrolled classes or special projects—among other things. Article I states that the ECCFA is the EXCLUSIVE bargaining representative of the faculty. Collectively we can ensure equity, fairness, and consistency for all of our members—and it is the law.
- It is recommended that faculty do not attend a meeting alone at which discipline may occur. We all have Weingarten Rights which guarantee that a union rep can be with us at any such meeting. Also, be aware that there are no provisions for “unofficial evaluations” in the contract.
- I would like to make a correction on my earlier statement with regard to office hours. It has been agreed with the VP of TLSD to go strictly with the wording of the contract. 1¼ hours for 3 credit hours; 2 ½ for 6 credit hours (non divisible). If teaching 0-2 credit hours, no office hours required. If teaching 4-5, only 1 ¼ are required. It was also discussed that office hours may be held in a classroom. The minimum amount of time that office hours can be held still needs to be clarified. If there is a different policy being practiced in your department,

please contact your Senator/ ECCFA VP. I am already aware of the situation in ABEC, so no need to contact me about that department.

3rd Vice President's Report (Cassandra Watson)

Insurance Committee (Janet Whitsitt)

Insurance Committee Meeting: Monday, September 17, 2012

Doc on Demand – Possible new health benefit at ECC

1. Provides round the clock access to physicians by phone, web or video conferencing (Skype).
2. Designed for employees not eligible for health insurance, but open for anyone that is interested.
3. Survey presently under review by committee and will be given to all employees this fall. Survey concerns if and how employees would use this programs and the important attributes they would like to see in this program.

MetLife Voluntary Products will not be sustained.

1. ECC will not sustain this service in 2013.
2. Approximately 10 employees are presently using this service.
3. These employees will be contacted by ECC and MetLife. Employee can keep the services in which they are presently participating. Employees will lose 10% discount given through ECC, but other discounts are given through MetLife (i.e. 5% for paying online)

Open Enrollment is scheduled October 1 – November 15 for services starting January 31.

1. 1 page document (if not filled out, will continue same products).
2. Flex account must be applied for every year and the annual limit is now \$2,500.00 (\$3,000.00 last few years) for the 2013 year. There will be no fee change. ECC continues to pay half the administrative fees.

Benefits Fair – Thursday, October 11, 10:00 a.m. – 3:00 pm; SRC Dining Room

1. 35 vendors including SURS; Also giveaways
2. Vendors for both full-time and part-time benefits
3. Marketing suggested through Enet, email, ECC Facebook, and Monitors in hallway.

Employee Insurance Administrative Procedure (for full time college employees not included in collective bargaining agreement) has been rewritten.

1. Includes how to add or subtract dependent from plans.

Use of Generic drugs being encouraged

1. Benefits both employees and ECC
2. Posters available in English and Spanish
3. How do we disseminate this information?

Employee Assistance Program (EAP)

1. New Vendor with 24 hour conference service
2. Webinar and recording available for orientation to program.
3. How do we make employees aware of this service, particularly when they need it? Attach to Pay Advice? ECCFA Facebook page?

Wellness Committee formed and will being meeting this fall.

Next Insurance Committee Meeting scheduled for Monday, October 15, 2012

MAGIC (Kimberly Tarver & Clark Hallpike)

- Meetings held the 1st and 3rd Monday of each month 3:00-4:30. Meetings are open to the entire ECC community.
- October 24, 5:30-9:00 PM. *Dinner Dialogue: Discounted Dreams-High Hopes And Harsh Realities at America's Community Colleges*. Community Colleges represent the fastest growing segment of American higher education; their open admissions, low tuition and flexible scheduling draw students from all walks of life. They are the gateway to the American dream for millions. Vital yet flawed. Huge but virtually invisible. Government generally spends five times as much on prison inmates as it does on community colleges. Resolving these issues is essential for the American future. Limited to 30 participants. RSVP to ktarver@elgin.edu.

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

Sick Bank (William Demaree)

During the 2012 donation period, 55 full-time faculty donated 84 days, bringing the Sick Bank total to 489 days, as of September.

Strategic Planning (Elizabeth McNulty)

In the past, the Strategic Planning Committee has convened only when it was time to draft a new plan. Beginning with the FY13-17 Plan, which was approved by the Board on August 14, 2012, the committee will continue to meet in order to track the alignment of college activities to the Strategic Plan goals and objectives. At the September 10 meeting, the committee discussed its activities for the coming year. It was decided that the Planning and Institutional Effectiveness Office will draft a handbook or guide for making the Strategic plan more useful for employees. In addition, a writing team will be convened to draft operational reports that align with the Strategic Plan. The full steering committee will not meet again until December 2012 or January 2013 when it will review these drafts.

Wellness Committee (Tara Leszczewicz)

- Jan 2014 Wellness Incentive Program to be unveiled.
 - Participation likely to result in decreased premiums which would apply to full-timers only; likely part-timers would have access to resources but at an expense without incentive.
 - Activities of committee to be strategic planning to get employees in right mind set regarding wellness to embrace the 2014 Wellness Incentive Program.
- Wellness Committee event for October, date TBD. Dental Assistant Month- Oct- theme associated with Halloween/ Dracula...to consult with Delta Dental Insurance provider & Dental Assistant Program.
- 10/11/2012 Benefit Fair.
- Jan 2013: Healthwise Handbooks, informational/educational resource, provide to all employees at no expense.
- March/April 2013: Wellness Fair.
- Next meeting Tues 10/9/12 from 12-1. Room SRC 234/ B205.01

ECCFA Important Dates for 2012-2013

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