



ECCFA Senate Meeting Minutes
Wednesday, October 31, 2012
3:00 PM – 5:00 PM
Room C-120

Call to Order: 3:04

Luis Martinez

Roll Call

Present- Michele Brynelsen, Linda Hefferin, Cindy Hutman, Dan Kocher, David Lawrence, Marcia Luptak, Tim Marquez, Luis Martinez, John Mravik, Gary Norden, Pat O'Brien, Mary O'Sullivan, Chad Pearion, Joel Peck, David Reich, Julie Roth, Howard Russo, Kimberly Tarver, Cathy Tomasik, Armando Trejo, Glenn Turner, Cassandra Watson, Jessica Carpenter

Absent- Rick Bonnom, Lori Clark, Loretta McCallister, Miroslav Rezac, Joyce Ross, Baudelaire Ulysse

Recognition of Visitors & Guests- Beth Santell, Manuel Salgado, Patti Jachowicz, Sue Ford, and Joyce Fountain

Counselor's Address (Beth Santell, Patti Jachowicz, and Manuel Salgado)

The goal of today's address is to create awareness of discrepancies in the consultant's report and share the perspectives of the counselors. (Readers are referred to the accompanying PowerPoint and the attached consultant's report.)

- The consultant's arrival was not revealed prior to the visit; the purpose or goals were not clarified; two one hour segments were reserved on the first day of classes and counselors were invited to voluntarily attend (if their scheduled allowed). The report's findings were derived from limited data collection.
- (PPT slide 3, report page 3) It was stated that counselors had not been invited to problem solve to clarify current practice and generate meaningful solutions.
- Internal data was not included or considered in the consultant's report and/or recommendations.
- The consultant posed as secret shopper with a pseudo-student profile; it was a deceptive approach to evaluation; the comments were based on one case and not generalizable.
- Noel-Levitz survey results compared to internal evaluations are not in alignment with the consultant's report.
- The team has made many recommendations, which included restructuring orientation, modifying appointment structure/length, providing specific workshops, developing an electronic training handbook for new adjuncts, internal training/consulting to address student cases, concerns about limitations and accuracy of electronic advising tools which have been implemented.
- There are significant time constraints on counselor faculty and requests to delegate have been denied.
- Professional development opportunity related to servicing undocumented students was developed and implemented by the counseling faculty and they would like more focused professional development opportunities.
- The report (page 4) states that increasing the numbers of counselors is not financially or technically possible. Patti Jachowicz is retiring in December and there are no plans to replace her position.
- The idea that the funnel is too full and every student does not need counseling is found on page 4 of the report. Students who do seek counseling to develop an education plan also require a significant amount of time to address finances and balancing life's demands.
- The report states there is no consistency in advising (page 4). Differences in approach and style are similar to academic and professional freedoms.
- The report states students can't see the same counselor. This is not always the case. Students have always had the

option of requesting to see the same counselor. Students needs vary and there are time restrictions.

- Counselors do not register students as suggested in the report. They have been instructed NOT to register students. Technical Enrollment facilitators are available to assist students with registration.
- The report states that on the whole, counselors don't use technology. The e-advisor has not been embraced, however, counselors do use the elements that are critical to serve students. The e-advisor does not allow input of developmental courses and doesn't flow with the education plan/program evaluation features. Development course work includes 66% of students are impacted so counselors are using alternative technologies available such as Datatel and Webnow. This utilization and shortcoming of the technology are not addressed in the report. In addition, counselors have always addressed questions over the phone and email, in fact, two part time counselors were assigned to advise a cohort of students completely "virtual" (phone and email).
- The report states that transfer plans have not been updated since May 2012. This job was being performed and that person retired; so they are currently using old plans until the work can be delegated and completed.
- The report states that records of student visits are not developed or maintained. FALSE- the records of every student are housed in Webnow and education plans are scanned into the system. Counselors look up and review records before each appointment. Every visit is NOT documented. SARS, the new system, does allow for more tracking.
- The report states that there is a philosophical orientation that students must have face to face appointments. Counselors are all actively involved with advising via email and phone calls; the INBOX is managed and some adjuncts do some online advising; some counselors have volunteered to do online advising and their requests have been denied.
- The report states that counseling-faculty use the contract as barrier on page 8. Counselors do work beyond their contractual obligation and they earn comp time, which accumulates.
- The next step is to address implementation of recommendations. The counseling center would like ECCFA support and are requested to review the white paper they are developing. They do recognize some good ideas are being proposed and they are open to implementing them.
- There is a commitment from Rose DiGerlando to provide an opportunity to meet with her before 11/27, the due date for the written response. A member of the ECCFA Executive Committee will also attend.
- Cindy Hutman expressed appreciation for the public and frontline work performed by counselors and suggested there are varied perceptions of advising by students and it may not be clear who is doing advising, when and where advising might be happening.
- There is concern that the report is not a fair representation of counseling and advising.
- The counselors have already started to work on a response. The majority of the counselors are in agreement.
- Concerns were expressed related to rethinking the faculty model for counselors.
- Questions were raised regarding the qualifications of the consultant and potential for bias.

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

Secretary's Report: Kimberly Tarver

Howard Russo moved to accept the minutes and Pat O'Brien seconded. The motion passed with Gary Norden and Glenn Turner abstaining.

Treasurer's Report: Linda Hefferin

No report. The books will be closed at the end of today's business.

President's Report: Luis Martinez

Members attending the AFL-CIO and IFT Higher Ed Conferences had good experiences. At the IFT conference, they met with a member of City College's negotiating team and were able to clarify the compensation package with increases of 4% the first year, 3% the second, then 2.5% compounded thereafter plus 1% bonus based on student performance. The bonus is not based on anything individual and is in addition to the increase in compensation. The number of lane was decreased from 4 to 3 lanes and they did eliminate Step.

Question: When will ECCFA move into its office with or without furniture? It was agreed, the boxes need to be secured.

1st Vice President's Report	Howard Russo
2nd Vice President's Report	Marcia Luptak
3rd Vice President's Report	Cassandra Watson

Committee Reports

Elections & Committee Openings- (May be considered as consent agenda.)

- Michele Brynelsen has been nominated to serve on the GIST Curriculum Subcommittee
- There is a request from Dean Boyd to approve service on a tenure committee for Elizabeth Sanchez, a temporary FT instructor in Pastry/Hospitality (FY12 Fall). Elizabeth's choice is Stephanie Johnson. The Dean's choice is Patrick Stewart. The coordinator is Jill Russell.
- There is a request from Dean Boyd to approve service on the search committee for the Associate Dean of Sustainability, Business & Career Technologies: Jesse Bader, Fabio Martinez, Linda Conniff
- Keith Lewis is nominated to serve on the Curriculum Committee (Item pulled from the agenda as Keith was previously elected.)

Howard Russo moved to consider the items as a consent agenda and Pat O'Brien seconded. The motion passed.

Cassandra Watson moved to approve the nomination and Cindy Hutman seconded. The motion passed.

COPE

The ECCFA needs a new COPE chair. Angela Ogburn may be interested. Interested candidates are invited to contact Luis Martinez.

Old Business

- Report and Findings of Counseling/Transfer Center Evaluation- readers are referred to the counselor's address at the opening of the meeting for details on this business item.
- Academic Calendar-
 - Points for clarification from Marcy Thompson-
 - 2012-13 and 2013-14 include minor revisions to move spring graduation to Saturday rather than Friday and GED graduation from Thursday to Friday.
 - 2014-15 includes 11 Fridays in the summer term due to July 4th landing on a Friday.
 - Summer Fridays need to begin on Friday, May 23rd rather than extend to August 8th because the college needs to be open two full Saturdays prior to first day of classes for service to students.
 - Spring 2015 offices will be opened on January 5, 2015 rather than Friday, January 2nd
 - The 2014-2015 proposed schedule only has nine weeks in the summer session. Given our current mix of 3-week and 5-week offerings, anything less than 10 weeks doesn't work. I would prefer to see the schedule changed, but absent that the administration at least has to be put on notice that there will be substantial shifts in scheduling systems if we only have a nine week summer session. (Jim Dittus)
 - SSECCA officially must object to the proposed academic calendar dates for 2015SP. The proposed dates directly affect the SSECCA member's working conditions as it relates to the nationally celebrated premium Memorial Day Holiday weekend by scheduling graduation on Saturday, May 23. We would be happy to meet to discuss and provide an alternative schedule. Additionally, we reserve the right for necessary adjustments to the 2014 calendar pending the outcome of future negotiations. (Vicki Bethke)
 - Impact on other programming such as International Faculty Exchange. Currently, participating faculty miss the final week of the spring semester. Changes extending the end of the semester may limit or prohibit participation.

- Consider having the week of Thanksgiving off or at least not have classes on the Wednesday before Thanksgiving
- Reducing the summer term by 1 week in health profession's clinical programs has a significant impact on increasing class time and clinical practicum hours which present either impossible or extreme challenges for students. It also increases the burden on the clinical community. (Summary of Health Profession's)

Members are requested to send any feedback to Kimberly Tarver by 3:00 pm on Thursday, November 1 for inclusion in a summary document, which Kimberly will send to Rose DiGerlando and Marcy Thompson.

New Business

- Linda Hefferin reported that the Gist Curriculum Subcommittee has received a suggestion to consider requiring course level assessments by faculty awarded a mini-grant to infuse curriculum. The senate expressed concern with duplicity of assessment after reviewing the application, which currently includes a process for assessment. Dan Kocher moved that the ECCFA send a response objecting on the basis that the suggested assessment requirement duplicates current process and David Lawrence seconded. The motion passed. Luis will inform Sharon Wilson of the ECCFA's response.
- Extra-contractual negotiations- senate approval is required. A chart depicting the negotiated compensation was shared. Howard Russo moved to approve the negotiated compensation as proposed and Cindy Hutman seconded. The motion passed. Luis Martinez will share the table in its entirety electronically pending approval by the Board of Trustees.

Division Issues

Glenn Turner shared his frustration with the bandwidth, which makes the use of D2L challenging while on campus. Dan Kocher agreed to share this with the Academic Technology Committee. Please be cautious and clarify the issue as to what is involved as there are distinct differences with using the internet, using Wi-Fi and using D2L. It may be that computers are slow and in need of some maintenance/cleaning. Questions were raised about the process.

It was suggested that the library is exploring the option to hire a consultant.

There was a by-law question regarding the Assessment Committee. It is a college wide committee and the senate approves faculty serving on the committee. The bylaws come to the senate so that we are made aware of faculty representation needs. Faculty serving must be elected and approved by the senate and the senate plays a role in negotiating compensation for the chairperson.

Adjournment

Dan Kocher moved and Cassandra Watson seconded to adjourn the meeting. The motion passed.

Next Meeting: November 14, 2012, 3:00-5:00 PM, C-120

REPORTS

President's Report (Luis Martinez)

IFT Higher Education Conference:

ECCFA delegates (Sue Ford, Linda Hefferin, Gary Norden, Irene Birkholz-Benter and Luis Martinez) attended the conference this past weekend. Among the topics discussed was an update on pending pension legislation that would affect current and future state employees.

The Community College council had a good discussion at its meeting. We exchanged some of our experiences on strategies in negotiations, contracts, communicating with membership, increasing the number of delegates to the council, and number of meetings per year as well as regional meetings.

We had an opportunity to get an update on the recent contract negotiation at City Colleges of Chicago.

Annual Giving Campaign:

We are in the last days of the campaign. We encourage our members to donate what you can to the scholarship funds. Remember, every dollar counts and no amount is too small.

Open Enrollment:

The open enrollment period for Medical, Dental, Voluntary Vision, Optional Life, Long-Term Disability and 2013 Health/Dependent Care Flexible Spending Account Insurance continues until November 15, 2012.

Update on the ECCFA Office:

We are still waiting for some pieces of furniture.

1st Vice President's Report (Howard Russo)

Constituents,

We have received many inquiries about participating in early negotiations. In order to be properly prepared to negotiate, there are a number of considerations:

- The negotiating team is elected at the same time as senators in April
- ULI training is completed in May; Great Lakes training is in July
- Membership survey needs to be distributed and data reviewed
- Financial information from the college needs to be gathered and analyzed
- The negotiating team needs time to meet and prepare for negotiations (multiple sessions to be initiated late spring following elections through the summer)
- Team members are not compensated; serving requires a significant investment of time for preparations and meetings.

2nd Vice President's Report (Marcia Luptak)

3rd Vice President's Report (Cassandra Watson)

CETL Advisory Committee Report 10-31-12 (Cindy Hutman & Teri Stein)

The fall meeting of the CETL Advisory Committee will be held Tuesday, November 6 from 2-3:30 p.m.

The agenda includes a welcome from Dr. Sam, review of summer and fall offerings and enrollment numbers, discussion of future offerings and setting up a subcommittee to work on by-laws. We are pleased to add two adjuncts to the committee this fall.

College Readiness (Allison Douglas)

- Over 100 secondary and college faculty and administration attended the Alliance for College Readiness Fall meeting on September 27. The meeting focused on the prototype math and language arts Common Core Standards assessments recently posted by the Partnership for Assessment of Readiness for College and Careers (PARCC). As these standards and assessments will *directly affect secondary outcomes and post-secondary readiness rates*, both high school and college faculty need to develop familiarity with them.
- The Mathematic team has worked over the summer to develop a 4th year math course for high school seniors who might otherwise not take math their senior year. The course is aligned to the Common Cores State Standards and focuses on application-based learning. All four high school districts are currently taking this course through their curriculum process.
- The Alliance hosted approximately 45 high school parents for a College Readiness Parent Summit on October 18th. Presentations by college and high school partners provided parents with information on differences between high school and college, on what students and parents can expect from college, and paying for college.
- The Alliance is preparing to host **Dr. Tim Shanahan** from the University of Chicago on January 31. Shanahan's presentation and discussion of college-ready literacy skills is open to all interested educators.

- We always need more college faculty participation on the Alliance teams. Interested faculty should contact Alison Douglas.

Insurance Committee Meeting, Monday, October 15, 2012

Summary

Open enrollment is presently in the third of six weeks. All forms must be turned in by November 5, 2012 at 5:00 p.m. Changes start January 1, 2013. It is preferred that all forms are turned in but benefits will continue the same if the form is not filled out, with the exception of flexible spending accounts. The form must be filled out each year to continue the flexible spending account benefit. Multiple email reminders have been and are being sent to employees. One change is that dependents must now show proof of dependent status (birth certificate or marriage certificate/copy acceptable) for dependent coverage.

Fourth Quarter Formulary Changes from Blue Cross Blue Shield were handed out. ECC has no control over these changes.

A blood drive is being held on Monday, October 22 from 9:00 a.m. – 8:00 p.m. An email was sent out explaining the Employee Blood Donation Leave Act that allows full time employees, employed at ECC for 6 months, to use one hour of paid time for blood donations. This is allowed every 56 days with prior approval from supervisor. Documentation of donation must be provided to supervisor after donation. There is an e-time blood donation code that also must be filled out.

A Flu Shot Clinic will be held on Thursday, November 1. This is open to all. The cost (\$20.00/adult over age 18 and \$5.00/student or child 18 and under) must be paid up front, and then collected from insurance.

The Employee Benefits Fair was considered successful. 28 vendors were present. Survey showed each vendor contacted 20-150 employees. Suggestion was made to run the fair later than 3:00 pm to reach evening employees. Jennifer Doty is our new Lundstrom Insurance representative.

The “Doc on Demand” survey will be postponed until the end of January. The wellness committee and the smoke-free committee are sending out surveys this fall and the committee didn’t want to overload employees with surveys. Also, they felt it might be confusing to receive this survey during open enrollment.

All employees who are presently participating in the MetLife Voluntary Products were notified by mail that ECC will no longer be supporting this program. They will need to contact MetLife to continue the benefit. One more mailing will go out in another month.

Concern was expressed at the last insurance meeting on how the committee could improve communication with employees. Announcements may not be placed on pay advices, but are allowed on the email that is sent with the pay advice. No attachments to this email are allowed.

Learning Community Committee Report – October 25, 2012 (Colleen Stribling)

Procedures were developed for the approved payments, development and premium pay, for faculty teaching in learning committees. As part of the procedure, the committee will create a repository for integrative assignments to serve as a resource for future learning community pairings.

A CETL workshop is in development for the spring on Learning Community theory and practice.

The Committee is currently working on an annual schedule for learning community pairings. A call for new proposals will be issued prior to the end of the semester.

MAGIC (Clark Hallpike & Kimberly Tarver)

On October 24, Magic hosted 32 guests at the Dinner Dialogue: Discounted Dreams, which included 9 students, faculty and international guests. We did obtain a registration code from CETL on Monday to allow faculty to register and receive credit.

Upcoming events-

MAGIC Meeting November 5- Luis Martinez will facilitate discussion following viewing segments of the documentary, *Tocar Y Luchar*

November 7, Attorney Shirley Sadjadi will address students to discuss the impact of the deferred action policy on ECC students.

November 8- Cobe Williams, featured in the documentary *The Interrupters*, will be on campus for 2 sessions to show some clips of the film facilitate discussion to student groups 12:30-1:45 in Spartan Auditorium. In the evening, the documentary will be presented in its entirety followed by time for questions and discussion. Both

events are free and open to the public

MAGIC meetings are held the first and third Monday of each month. We have enjoyed an increase in attendance by students. All are welcome to participate and join the conversation.

Sentinel (Lori Clark)

Publication Dates & Submission Deadlines

November 12—deadline on November 8

December 10—deadline on December 6

Sick Bank (Bill Demaree)

One new request awaiting action

Wellness Committee Report: 10/26/12 (Tara Leszczewicz)

- Mission: To identify and pursue through education and support the ECC dimensions of wellness.
- wellnesscommittee@elgin.edu Email being checked by Jennifer Lorek & Lesia Gemelli.
- 1st event for National Hygiene Month Event: Distribution of brushes & floss and information regarding email wellness survey.
- Wellness survey completion desired to obtain information regarding employee needs to plan events accordingly.
- 11/1/12 Flu shot clinic, 9:30am-3pm, Community Room B181.
- 11/19/12 Brown Bag Presentation, 12-1pm, topic being confirmed, Community Room B181.
- Planning of 1st quarter calendar.
- Jan 2013 Healthwise health education books to be dispersed to all employees.
- Next meeting: 11/30/12, 9-10am, location TBD.

ECCFA Important Dates for 2012-2013

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