

Wednesday, May 1, 2013

SENATE MEETING MINUTES
3:00 PM – 5:00 PM, ROOM C-120

Call to Order 3:05 PM - Luis Martinez, ECCFA President

ROLL CALL

PRESENT

RICK BONNOM, MICHELE BRYNELSEN, JESSICA CARPENTER, LORI CLARK, LINDA HEFFERIN, CINDY HUTMAN, DAN KOCHER, DAVE LAWRENCE, MARCIA LUPTAK, LUIS MARTINEZ, LORETTA MCCALLISTER, GARY NORDEN, PATRICIA O'BRIEN, MARY O'SULLIVAN, DAVID REICH, MIROSLAV REZAC, JOYCE ROSS, JULIE ROTH, KIMBERLY TARVER, CATHY TOMASIK, ARMANDO TREJO, CASSANDRA WATSON, JESSICA WEDEMEYER

ABSENT

Recognition of Visitors & Guests

Dawn Munson, Chair of Academic Policy Committee
Warren Peto

Luis welcomed the guest and the newly elected senators who will be seated later in the meeting. Cassandra Watson distributed thank you notes to be signed and sent to exiting senators and committee chairs.

Academic Procedures Committee (APC): Dawn Munson shared that APC was initially established by the VP of TLSD to prepare for accreditation. The administration/TLSD would like to disband the committee. Dawn explained that a process exists for faculty to have input to academic procedures, and subgroups will be established to address matters as they arise. A question was asked regarding how APC relates to the Academic Affairs Committee (AAC) as described in the ECCFA Constitution? It appears that the academic affairs committee blended with the Academic Procedures. It was recommended that the senate consider the significance of the AAC. What is its role and what would be the impact of terminating AAC. The Bylaws Committee and senate plan to review the numbers of committees requiring faculty involvement and will consider AAC at that time.

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

SECRETARY'S REPORT: KIM TARVER

Approval of Minutes- Cassandra Watson moved to approve the minutes. Pat O'Brien seconded the motion. The minutes were approved with Rick Bonnom and Chad Pearion abstaining.

TREASURER'S REPORT: LINDA HEFFERIN

The Treasurer's Report was accepted.

PRESIDENT'S REPORT: LUIS MARTINEZ

ELECTIONS-

Luis Martinez read a list of senators who have completed their terms of service. They include Armando Trejo, Lori Clark, Chad Pearion, Miroslav Rezac, and Joyce Ross. The senate thanked them for their service. Luis Martinez welcomed senators who were recently re-elected and those who were newly elected. It was noted that vacancies remain and include three UA2 and one UA1 seats.

Dan Kocher moved to accept the election results. Pat O'Brien seconded the motion. The motion passed and the elected senators were seated.

Cassandra Watson noted that open positions remain. She encouraged senators to seek representation from their respective divisions prior to fall opening day. Of note, there are three openings on the negotiations committee.

Cassandra Watson nominated Howard Russo as 1st Vice-President. Pat O'Brien seconded the nomination. Howard Russo was elected as 1st VP.

Jessica Carpenter nominated Marcia Luptak as 2nd Vice-President. Pat O'Brien seconded the nomination. Marcia Luptak was elected as 2nd VP.

David Lawrence nominated Cassandra Watson as 3rd Vice-President. Pat O'Brien seconded the nomination. Cassandra Watson was elected as 3rd VP.

Cassandra Watson nominated Kimberly Tarver as Secretary. Marcia Luptak seconded the nomination. Kimberly Tarver was elected as Secretary.

Jessica Carpenter nominated Gary Norden as Treasurer. Rick Bonnom seconded the nomination. Gary Norden was elected as Treasurer.

The senate thanked Linda Hefferin for her last 6 years of service as Treasurer of the ECCFA.

Luis Martinez read a list of appointments he is submitting to the senate for approval. Pat O'Brien moved to approve the proposed appointments. Dave Lawrence seconded the motion. The motion passed.

Luis met with Dr. Sam; safety training topic for opening day- it relates to active shooter and events on campus, topics will address minimizing damage. Adjunct faculty will be provided option on a Saturday.

2013 Great Lakes Union Leadership Institute will be held at Pheasant Run, July 8-12. Interested members are encouraged to contact Luis Martinez.

1ST VICE PRESIDENT'S REPORT: HOWARD RUSSO

Howard nominated Arturo Vazquez to serve on the negotiation team. Cassie Watson seconded the motion. Howard explained that Arturo will serve as an additional member to represent counseling. Ellie Swanson is representing the division. Luis Martinez shared that the ECCFA received an invitation to an informational session to discuss counseling issues. Luis Martinez, Howard Russo, and Marcia Luptak will meet with administration. The question was called. Arturo Vazquez was approved to serve on the negotiations committee.

Howard Russo pointed out that four openings exist for negotiation committee representatives from LVPA, MSE, HP, UA1. ULI negotiation training is preferred but not required. Attendance expectations exist with an average of meetings once a week, and an occasional Saturday. The team is meeting this Friday to prepare a survey for the membership. Start date- Friday to put together a survey. The team will initiate preparation this summer. Negotiation meetings will start in September. Question: "May adjunct faculty members serve on the negotiation team in the event full time faculty are not available?" Answer: "Senate approval is required."

2ND VICE PRESIDENT'S REPORT: MARCIA LUPTAK

There was discussion regarding contracts for health professions and thoughts about how ECCFA can support contract acquisition and completion.

Special Pay problems persist. Marcia will address concerns with Janelle Crowley.

Adjunct assignments delays have improved in some areas.

Regarding an ECCFA FAQ letter to adjuncts: There are over 400 members. It is recommended to send an email version now and then again in the fall semester.

Thank you to Joyce Ross for sitting in the adjunct office, answering questions, and placing a suggestion/question box to improve communication. Marcia asked for donations of additional boxes for folks to submit questions or ideas.

3RD VICE PRESIDENT'S REPORT: CASSANDRA WATSON

Cassie and Marcia Luptak met with Rose DiGerlando regarding student evaluations of faculty. There is inconsistency amongst the forms available to faculty with varying dates/deadlines. The evaluation form access and review remains unclear.

COMMITTEE REPORTS - (refer to reports submitted included on the agenda)

MEMBERSHIP

Cassie Watson encouraged senators to speak directly with folks who are unsigned. (See the list sent by email.)

ELECTIONS & COMMITTEE OPENINGS

- DR. CHRISTINA MARROCCO HAS AGREED TO SERVE AS CO-CHAIR OF THE GIST SUBCOMMITTEE, INTERNATIONAL STUDENT ENROLLMENT AND SERVICES, PENDING SENATE APPROVAL. CASSANDRA WATSON NOMINATED CHRISTINA MARROCCO. PAT O'BRIEN SECONDED THE MOTION. THE MOTION PASSED.
- ELECTION RESULTS- (REFER TO PRESIDENT'S REPORT COMMENTS ABOVE.)

COPE

Old Business

- End of Semester Party invite has been sent out by email. Please RSVP to Jessica Wedemeyer. Reminders will be sent out.
- Snack Coordinator is needed to replace David Reich.
- Annual Self Assessments are due July 1, 2013. UA1 Annual Self Assessments were due on April 15.

NEW BUSINESS

- Illinois Board of Higher Education (IBHE) seeks a representative and an alternate representative to serve on the IBHE Faculty Advisory Council (FAC). The term is through 2016. Information must be submitted by May 24, 2013. More information about the council is available at <http://www.ibhe-fac.org/>. Volunteers are encouraged to contact Luis Martinez directly.
- Marta Walz and Carol Szabo are establishing a scholarship in memorial of Tim Anderson's daughter. Pat O'Brien moved to donate \$100.00 to the fund in lieu of flowers. The motion was seconded by Dave Lawrence. The motion passed.
- Linda Hefferin is retiring at the end of the semester. Her service to the ECCFA warrants recognition. Marcia Luptak moved that a plaque be purchased and presented. Pat O'Brien seconded the motion. The motion passed.
- Luis is recommending two individuals to co-chair the elections committee. They are Cassandra Watson and Armando Trejo. Pat O'Brien moved to approve the recommendation. Marcia Luptak seconded the motion. The motion passed.

- Luis recommended Dan Kocher, Cindy Hutman and Alisa Smith-Riel to serve on the Amendments Committee. Pat O'Brien moved to approve the recommendation. Cassandra Watson seconded the motion. The motion passed.
- Luis shared that for those who are continuing to serve as a senator, and for those who are just starting out, please communicate. Communication is our biggest barrier. Make contact on a regular basis. Share what is happening at meetings. Lack of communication feeds disengagement. Howard Russo will send you a list of your constituents. Marcia Luptak will send a list of Unit Adjunct constituents. He also reminded senators that there are attendance requirements set forth in the by-laws.
- Michael Mulchrone is no longer the emergency management contact person.
- The senate would like to establish a team to review committees, committee work, and numbers of folks serving on committees. Dawn Munson, Cassandra Watson, and Alisa Smith-Riel volunteered to serve on the Committee Review Team. Linda Hefferin made a motion to approve establishing the Committee Review Team to include Dawn Munson, Cassandra Watson, and Alisa Smith-Riel. Pat O'Brien seconded the motion. The motion passed.
- ECCP3 met today. Linda Hefferin encouraged membership. She stressed that current legislative issues will impact both current and future retirees. ECCP3 is the 3rd largest such group in the state. She lauded the leadership of Jane Lehmann, Rick Green, and others.

DIVISION ISSUES

- Unit Adjuncts: Cassandra Watson discussed the employee awards. She is on the committee and wondered whether or not adjunct faculty is recognized for years of service. Luis Martinez will discuss the matter with Dr. Sam.

ADJOURNMENT

NEXT MEETING: Opening Day Luncheon, August 15, 2013

ECCFA IMPORTANT DATES FOR 2012-2013

SPRING SEMESTER 2013

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 18, 2013 (S) Graduation

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

REPORTS

President's Report- Luis Martinez

- Administration is working on preparing safety training for opening day Fall 2013. Several sessions could be provided on that day. Training for Adjunct Faculty is being planned for Saturday of opening day week.
- We are still short of representation for the Negotiation Team. MSE, LVPA and HP divisions are not represented in the Negotiation Team. We need our colleagues from these divisions to volunteer and be represented at the table. Negotiation is a team effort and all divisions should be represented. There will be a lot at stake in the next negotiations.
- **SAVE THE DATE - GREAT LAKES ULI**
Monday-Friday, July 8-12, 2013
Pheasant Run Resort in St. Charles, IL



2013 COURSE OFFERINGS

- UNION LEADERSHIP SKILLS
- EFFECTIVE GRIEVANCE ADMINISTRATION II
- INTRODUCTION TO NEGOTIATIONS AND CONTRACT CAMPAIGNS
- BUILDING A COMMUNITY ENGAGEMENT PROGRAM
- CONNECTING THE DOTS: Teacher Evaluation -- Student Assessment and Growth Measures -- Shared Learning Objectives
- ORGANIZING / MOBILIZING: Getting Back to Basics

The program is designed with the needs of the Great Lakes region in mind therefore members from the Great Lakes region will be given priority in registering for courses.



Final registration fees and program brochure coming SOON!

Registration rates cover lodging, a reception on Monday, two dinners, four breakfasts, four lunches and coffee breaks throughout the week.

For additional information, contact 630/468-4080, ext. 4066.

2nd Vice-President’s Report- Marcia Luptak

In our meeting with Rose, we discussed the loss of clinical site contracts in nursing. Rose said that this situation is being worked on, and nursing faculty are to talk to Dr. Miller if they have any concerns.

Again, the delay in payment for special pays and subs was mentioned at the meeting. There has been a delay from anywhere from 4-6 weeks in some cases. If anyone is having a problem with late payments, please pass them along to me as I would like to have more concrete examples of the problem.

Scheduling issues in SSCT have come up again. Assignments are not being made in a reasonable time frame (one month in advance of the start of classes) in at least one area (EMT// Fire Safety). If this problem exists in other departments/areas, please let me know so that I can include it in my discussions with the Dean.

The issue with student evaluations was discussed with Rose (faculty not receiving them in time to reference for self-assessments). She is going to look into this. Deans do get to look at evaluations if it is a faculty member’s evaluation year but not in a non-evaluative year. There was a question raised about UAF-1 self-assessments and due dates. The forms in the handbook and online are not consistent, so when these are actually due needs to be confirmed and put on all documentation. Also, faculty should not reference previous years’ evaluations – the self-evaluation is for this year, so only include this year’s information. If you did not receive your student evaluations, simply state this in your evaluation.

With regard to a question regarding the availability of school services on Saturday, Sharon reported that Frank Hernandez said that the decision not to open the cafeteria/ library café/ and the bookstore on Saturdays is purely a financial one. Students simply were not using the services enough to keep them open. In fact, the bookstore will not be open the first Saturday in this fall due to low business. It will be open the two Saturdays before classes start.

The adjunct letter is ready for dispersal. How this is to be done needs to be discussed. Also, suggestion boxes in the adjunct offices have been suggested by one of the Senators. This is a great idea and one of the Senators put one in the adjunct office B290. If anyone has any plastic containers that we could use for other adjunct offices, donations would be appreciated. Also, I would like to have some volunteers to set up suggestion boxes in the other adjunct offices. Meet and greets in the different adjunct offices have been discussed for

fall.

ECCFA Scholarship- Beverly Augustine

Applications have been forwarded to members of the scholarship committee- Marilyn Binda, Clark Hallpike, and Jason Kane. Winner’s names will be submitted to Linda Hefferin when determined.

Elections- Cassandra Watson

Election results are included at the end of the agenda.

Membership report- Marcia Luptak

Fulltime 139/140 99%
UA2 169/241 70%
UA1 74/148 50%

There is a list of unsigned fair share members.

Sentinel- Lori Clark

The final issue of *The Sentinel* for this semester will be published on Monday, May 6. The deadline to submit articles and photos is Thursday, May 2. As always, all submissions are appreciated. Thank you.

2013 ELECTION RESULTS

ADLR/STUD SERV

Curriculum (1 Counselor)	Beth Santell
Honors (1 Librarian)	Marge Schildknecht
Negotiations (1 FT)	Ellie Swanson
Senate (1 FT)	Ellie Swanson

BUS/SSCT

***Assessment (3 FT/UA2/UA1)	Fabio Martinez
CETL Advisory (1 FT/UA2/UA1)	Kim Rother
Faculty Development (2 FT)	Len Fitzpatrick, George Rosa
Grievance (1 FT)	Roger Ramey
Negotiations (1 FT)	Susan Timm
Sick Bank (1 FT)	Leticia Starkov

CABS

Academic Tech (1 FT/UA2/UA1)	Shawn Mikulay
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Assessment (2 FT/UA2/UA1)	Eric Long, Brooke Transue
Curriculum (1 FT/UA2/UA1)	Joe Rosenfeld
Faculty Development (2 FT)	Jessica Carpenter, Pat O'Brien
Negotiations (1 FT)	Jessica Carpenter
Senate (3 FT)	Jessica Carpenter, Christina Marrocco, Pat O'Brien
Sick Bank (1 FT)	Liz McNulty

HP

Academic Tech (1 FT/UA2/UA1)	Candy Moore
Assessment (2 FT/UA2/UA1)	Cathy Incapreo, Sharon Walicek
CETL Advisory (1 FT/UA2/UA1)	Lisa West
***Curriculum (1 FT/UA2/UA1)	
Faculty Development (1 FT)	Maria Kazmi
Negotiations (1 FT)	Mary Arndt
Sick Bank (1 FT)	Roda Ryan

LVPA

CETL Advisory (1 FT/UA2/UA1)	Loretta McCallister
Curriculum (1 FT/UA2/UA1)	Baudelaire Ulysse
***Faculty Development (2 FT)	Marybeth Koos
***Negotiations (1 FT)	
Senate (2 FT)	Joel Peck, Howard Russo
Sick Bank (1 FT)	Dan Maki

MSE

Academic Tech (1 FT/UA2/UA1)	Patrick Daly
Assessment (1 FT/UA2/UA1)	Janet Whitset
Curriculum (1 FT/UA2/UA1)	Ed Kroll
Faculty Development (1 FT)	Chalyce Deterding

Grievance (1 FT) Elizabeth Becker

Honors (1 FT) Dan Kernler

***Negotiations (1 FT)

Senate (1 FT) Lauren Anderko

UA2

Grievance (1 UA2) Sue Ford

Negotiations (1 UA2) Sue Ford

***Senate (8 UA2) Mary Elfring, Loretta McCallister, Cathy Tomasik, Baudelaire Ulysse, Scott Vaszily

Sick Bank (1 UA2) Sue Ford

UA1

***Negotiations (1 UA1)

***Senate (2 UA1) Alisa Smith-Riel

UA2 & UA1 Together

Faculty Development (3 UA2/UA1) Marcia Luptak, Lynne Mayer, Alisa Smith-Riel

Honors (1 UA2/UA1) Mary Elfring