



**SENATE MEETING MINUTES**  
MARCH 12, 2014  
3:00 PM – 5:00 PM, ROOM C-120

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*Call to Order at 3:05 PM – Luis Martinez President*

**ROLL CALL:**

LAUREN ANDERKO, RICK BONNOM, MICHELE BRYNELSEN, JESSICA CARPENTER, DAN KOCHER, DAVID LAWRENCE, CHRISTINA MARROCCO, LUIS MARTINEZ, LORETTA MCCALLISTER, PATRICIA O'BRIEN, MARY O'SULLIVAN, JOEL PECK, WARREN PETO, ROGER RAMEY, HOWARD RUSSO, ELEANOR SWANSON, KIMBERLY TARVER, CASSANDRA WATSON

ABSENT: MARY ELFRING, CINDY HUTMAN, LORETTA MCCALLISTER, GARY NORDEN, DAVID REICH, SCOTT VASZILY

**RECOGNITION OF VISITORS & GUESTS**

**Sue Ford** was introduced by Luis Martinez and nominated by him to serve as UAFII Senator and as 2<sup>nd</sup> VP.

A motion was made by Cassandra Watson to modify the agenda to move election of Sue Ford (Item 2 under Elections and Committees) to the senate and to 2<sup>nd</sup> VP. Dan Kocher seconded the motion. The motion passed.

A motion was made by Dave Lawrence to approve Sue Ford to serve as UAFII Senator and serve as 2<sup>nd</sup> VP. Cassandra Watson seconded the motion. The motion passed.

**Lori Clark**, Sentinel editor, was introduced and recognized by Luis Martinez. Lori expressed concerns with lack of content for the Sentinel. She is asking for assistance to gather content for the Sentinel. Alternatively, she asked if we should modify publication? Q: Fewer publications per year? Q: Is there a pattern associated with lack of content? No. Members like the President's column, union family stories. Discussion included scheduling/rotating content submissions amongst divisions, sabbatical updates, travel/exchange experiences, tenure achievements, political updates, AFT/IFT news, throwback column, union jokes, photos, and committee news. There was consensus to reduce the frequency of publication for the 2014-2015 academic year. Lori will email the senate a list of ideas. She shared that the next edition content submission deadline is April 10. The next edition will be published April 14.

Reports – WRITTEN REPORTS SUBMITTED ARE INCLUDED AT THE END OF THE AGENDA.

**SECRETARY'S REPORT: KIMBERLY TARVER- APPROVAL OF FEBRUARY 26, 2014 MEETING MINUTES**

Cassandra Watson moved to approve the minutes. Pat O'Brien seconded the motion. The motion passed with Sue Ford, Joel Peck, and Michele Brynelsen abstaining.

**TREASURER'S REPORT: GARY NORDEN**

The report was accepted.

## PRESIDENT'S REPORT: LUIS MARTINEZ

He plans to meet with Dr. Sam to discuss SSI and invited Kim Tarver to attend to discuss terms and/or rotation of faculty on the SSI Infrastructure leadership. As a reminder, in the past, grievance sent a reminder regarding the process to request faculty to serve on committees. There was additional discussion about compensation, as faculty who are compensated for leadership roles should rotate to share such opportunities amongst the membership. The SSI is different from other committees that elect leadership from committees at large.

Committee Report submissions are expected twice per semester. The senate does not recall any updates or reports from SSI faculty leaders. The ECCFA encourages faculty participation and leadership, and acknowledges and appreciates the work that is being done by faculty.

## 1<sup>ST</sup> VICE PRESIDENT'S REPORT: HOWARD RUSSO

Counseling negotiations are ongoing and challenging. There has been some progress. Grievance has been busy.

Please note, an update to AccessECC for grading was made.

## 2<sup>ND</sup> VICE PRESIDENT'S REPORT: NONE

## 3<sup>RD</sup> VICE PRESIDENT'S REPORT: CASSANDRA WATSON

An All Adjunct Faculty meeting is being planned for April 9, 4:00-5:30 PM. Agenda topics include contract issues and recruitment.

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

### **Elections and Committees**

Luis Martinez reported that there was a technology hiccup that resulted in the votes not being recorded. Roger moved to approve item # 1 and Jessica Carpenter seconded. The motion passed.

(The agenda was previously modified and item # 2 was moved to the beginning of the agenda.)

Cassandra Watson moved to approve item # 3. Pat O'Brien seconded the motion. The motion passed.

1. Les McTighe was nominated by electronic vote to serve on the LVPA Administrative Assistant/Office Coordinator search committee. (Request submitted by Irina Del Genio, Associate Dean.) (PASSED)
2. Sue Ford was nominated by electronic vote by Luis Martinez and seconded by Cassandra Watson to serve as UAF II Senator to replace Marcia Luptak. She has agreed to serve as 2<sup>nd</sup> VP for the remainder of the Spring 2014 semester. (PASSED)
3. Armando Trejo has been nominated to serve as a MAGIC Rep for a full-time registration specialist position. (PASSED)

### **OLD BUSINESS**

1. Faculty Evaluation Handbook Committee – Luis Martinez, Ellie Swanson volunteered to serve. Cassie will send out a request to all adjunct faculty and each adjunct senator will send out a request for volunteers to all of their constituents. Expectations include twice monthly meetings. The agreement is due in November. Information will be provided from past negotiations. Jessica Carpenter raised concern with on-line class evaluation.

Cassandra Watson moved to approve Luis Martinez and Ellie Swanson to serve on the Faculty Evaluation Handbook Committee. Howard Russo seconded the motion. The motion passed.

Faculty Development Handbook Committee - Jessica Carpenter, Glenn Mayer, Lynne Mayer (UA) have agreed to serve. Cassandra Watson and UA Senators will send out a request to their constituents for volunteers to serve on the Faculty Development Handbook Committee.

Sue Ford moved to approve Glenn Mayer, Lynne Mayer, and Jessica Carpenter. Roger Ramey seconded the motion. The motion passed.

2. Academic Freedom Statement and AAUP Response (Jessica Carpenter)  
Jessica researched the website and contacted the AAUP by email. She learned that no citation is necessary. Howard Russo will share the email with Dr. Sam.
3. Elections Committee- An e-mail will go to determine interest in serving. May 14, 2014 is the date to seat newly elected positions.
4. MAGIC Rep Discussion- Christina Marrocco referenced the discussion of the senate meeting held February 12, at which Clark Hallpike brought forth his concerns about diversity in English Department hiring history. Christina seeks to add to the notes that she responded to some of Clark's concerns and asked whether it might be possible to ascertain the actual number of diverse candidates applying for both full time and part time positions in that department. She specifically highlighted ascertaining the diversity of the pool of all applicants from the onset and suggestions to target diverse candidates in the recruitment process, most specifically when recruiting adjunct faculty. She wanted to affirm that there were many positive aspects of the discussion and some suggestions made were valuable.

### **New Business**

1. AFT Convention, Los Angeles, July 11-14, 2014: Looking for members to attend and serve as delegates.
2. IFT- Great Lakes ULL, June 16-20, 2014, Lake Lawn Resort, Delavan WI- encouraging members to attend. Senators will send info to their constituents.
3. All Adjunct Faculty Meeting: Cassie requests up to \$50 to provide snacks. Howard Russo moved to approve up to \$50.00. Pat O'Brien seconded the motion. The motion passed.

### DIVISION ISSUES

### ADJOURNMENT

PAT O'BRIEN MOVED TO ADJOURN AND JESSICA CARPENTER SECONDED THE MOTION. THE MEETING ADJOURNED AT 4:20 PM.

### **NEXT MEETING: April 2, 2014**

### **ECCFA Important Dates**

*March 24-March 30, Spring Recess, all facilities closed.*

April 2, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

April 16, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

April 30, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

May 14, 2014, ECCFA Senate Meeting, Library C-120, 3:00-5:00 PM

*May 15, 2014, Semester Ends*

*May 16, 2014 ESL/GED Graduation*

*May 17, 2014, Commencement*

## **COMMITTEE REPORTS**

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

The LC Steering Community is hosting a professional development event for faculty partners. (Re)Integrating: ECC Community of Practice, scheduled for March 12 from 3 – 4:30pm, will allow partners to share their experiences, successes, and challenges around integrating two or more classes in a meaningful way for students. Faculty interested in working in a learning community are also encouraged to attend.

Anyone interested in teaching in an existing learning community or creating a new community for the spring 2015 should contact Colleen Stribling at (847) 214-6905 or any other member of the steering committee for information on the proposal process. Spring proposals are due by May 1, 2014.

### **Staff and Faculty Emergency Preparedness Task Force Report (SAFE) (Ellie Swanson)**

The task force met and the following information was shared by Sandi Brown and Tami Haukedahl.

- Funds are being provided to install outside speakers at strategic locations across campus. This will make it easier to know when an emergency alert or all clear has been posted.
- Within a few months the RAVE emergency notices (notices that go out to the campus community via cellphone or computer network) will become “opt out” rather than “opt in”. Note that if students are not permitted to have cellphones on in your classes, the alert also goes out over the computer network and can be received on a classroom computer.
- If a student has been referred to the BIT team his/her teachers should receive notice of the referral. Tami will confirm with Greg Robinson that such a procedure is in place.
- Peggy Mitchell Norwood will be giving several presentations on identifying and responding to student behavioral and mental health issues (details attached). Registration is through CETL.

### **ICCFA Teaching and Learning Faculty Research Grant Application Information**

-The ICCFA awards up to four \$2,500 grants for Faculty Workshops or Faculty Research Projects for the 2014-2015 academic year.

-Applications must be submitted no later than midnight, Thursday, April 10, 2014, through email to Tom Clemens, ICCFA Grants Coordinator, Heartland Community College, Normal, at <tom.clemens@heartland.edu>. Put in subject line: ICCFA grant application. Late applications are not considered.

-Through email, Tom will acknowledge all emailed applications. If you do not receive a timely acknowledgment, call Tom at 309-268-8618 so your application can be found and affirmed.

-The ICCFA Executive Committee will review grant applications on April 18, 2014.

-Grant winners will be notified soon after that meeting.

-The research or project development must be completed between June 1, 2014, and October 1, 2015.

-The grant funds may be disbursed as early as June 1, 2014, to support summer 2014 projects.

-Applicants must answer the Application Form prompts in the order provided.

-Recipients of the grants will be recognized at the annual ICCFA Excellence in Teaching and Learning Conference in Springfield.

-Each recipient of a Faculty Research Grant or Faculty Workshop Grant must present at the Annual Excellence in Teaching and Learning Conference. Failure to present at the conference will require reimbursement of the grant, as stipulated here.

-Proposals for the October 2014 Conference are due June 1, 2014, and proposals for the October 2015 Conference are due June 1, 2015. See ICCFA.org for the proposal form and more information.

## 2014 Teaching and Learning Faculty Research Grant Application

In the order provided, please complete the following prompts.

Title of Research Project \_\_\_\_\_

\_\_\_\_\_

Date of Emailed Submission (Late Applications Not Considered) \_\_\_\_\_

Lead Organizer for Research Project:

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Named recipient of grant funds on the check, according to your institution's guidelines \_\_\_\_\_

\_\_\_\_\_

To What Address is the Check to be Mailed \_\_\_\_\_

\_\_\_\_\_

If other faculty members are involved in the project, list them as follows (add additional application lines as needed):

Faculty Member Two

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Faculty Member Three

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Faculty Member Four

Name \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

Complete Post Office Address for Institution \_\_\_\_\_

Email address \_\_\_\_\_ Summer Email If Different \_\_\_\_\_

Telephone \_\_\_\_\_ Summer Telephone If Different \_\_\_\_\_

Complete the following:

Describe the research project, including purpose, methodology, and the schedule for the parts of the project from beginning through completion:

How is your project centered on enhancing student learning?

What are your plans for dissemination of research results?

Itemize how the grant funds will be used. For example, Stipend (number of hours @ \$25/hour), Travel (airfare for one \$500), Lodging (3 nights @ \$225), Meals (7 @ \$30), Printing or copies (\$100), Museum or Archive Access Fees (\$75), Purchase of Books or Documents (List), and so forth. The budget for this grant is not to include travel expenses for grant recipients to the ICCFA Conference at which you will present your session on your research project. Instead, complete the Request for Travel Funds below.

Request for Travel Support to the 2014 or 2015 ICCFA Conference. You will have one night free of charge at the Crown Plaza Hotel in Springfield, where the conference is held. Your meals are included in your conference registration fee, which is waived. I (we) request support for the mileage (roundtrip) of \_\_\_\_\_ miles because the mileage will not be provided by my (our) college.

If awarded this grant, I (we) agree to present at the Annual Illinois Community College Faculty Association Conference in 2014 or in 2015. Failure to present, other than for personal emergency, will require the grant winners to reimburse the grant award as stipulated here.

Signatures of all applicants

Submit the completed application to:

Thomas E. Clemens, Ph.D.

ICCFA Grants Coordinator

Associate Professor of English

Instructional Commons North, 2026

Heartland Community College

1500 West Raab Road

Normal, IL 61761

(309) 268-8618

[tom.clemens@heartland.edu](mailto:tom.clemens@heartland.edu) I will acknowledge by email that I received your application. Call me if you do not receive a timely acknowledgment or if you have any other questions.