



**SENATE MEETING MINUTES**  
MAY 14, 2014  
3:00 PM – 5:00 PM, ROOM C-120

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

Luis introduced New Senators Dawn Munson and Jennifer Jeschke

**ROLL CALL:**

Elizabeth Becker, Jessica Carpenter, Mary Elfring, Diane Flahaven, Sue Ford, Patrick Gordon, Clark Hallpike, Jennifer Jeschke, Maria Kazmi, Christina Marrocco, Terri Martin, Luis Martinez, Loretta McCallister, Dawn Munson, Patricia O'Brien, Mary O'Sullivan, Roger Ramey, Joyce Ross, Howard Russo, Danielle Straub, Eleanor Swanson, Kimberly Tarver, Scott Vaszily, Cassandra Watson, Baudelaire Ulysse

**ABSENT:** Heidi Brelsford, Liddy Hope, Joel Peck, Warren Peto, Jessica Wedemeyer

**RECOGNITION OF VISITORS & GUESTS**

Joyce Fountain (COPE)

Kathryn Sawyer, ECC Foundation

Phil Garber, HLC Accreditation Update

**3:20-3:30 PM- Kathryn Sawyer, ECC Foundation**

She shared handouts; total funds available \$216,000 with only 50% being distributed due to insufficient numbers of applicants. She is requesting faculty help to encourage students to apply at [elgin.edu/scholarship](http://elgin.edu/scholarship). The baseline GPA criteria is 2.0 or better; many are not based on need; they do not need to be residents of district and there are scholarships for undocumented students & international students. Next year, \$325,000 is predicted to be available! The ECCFA endowed scholarship balance is \$18,023.59

The alumni program has liberated about 32,000 records of completers! We have their info and it has been updated. About 900 are deceased. Find alumni who are distinguished in their career and their life. Please consider nominating your graduates for distinguished alumni award. This year's winner has been nominated for state and national alumni awards.

Q: Specific question about students who did not receive based on residency. There are some limits associated with specific scholarships.

Q: Do they apply each semester? Scholarship applications must be completed annually. It runs on a calendar year. Applications for 2014-2015 will be received through December. The award may be distributed retroactively to cover the 2014 semester.

Q: What is ratio of applications to awards? There are possibly 20 applicants that don't meet the GPA requirement. Almost 400 started application last year but did not complete. They are not certain about barriers limiting completion of the application. Some speculation is that they did not attend or they are waiting for letters of recommendation. They are exploring alternate ways to submit letters and looking at ways to make the application process easier.

Q: What percentage of the student's tuition is covered by the scholarship? The ECCFA scholarship will produce a 4% award at its current level.

NEW: There is an online orientation for all scholarship recipients. They are asked to write a letter of thanks and request they volunteer hours to the foundation and/or the college.

### **3:30-3:40 PM- Phil Garber, HLC Accreditation Update (Refer to HLC Documents)**

Phil distributed special pens and materials explaining Higher Learning Commission Accreditation. ECC is scheduled for October 26 & 27, 2016 site visit. He shared 3 documents (2 provided as addendum) There are 5 criteria. The written report requires the criteria are addressed. A cross functional team has been meeting with Kimberly Tarver and Chalyce Deterding currently serving as ECCFA representatives. He is hopeful the ECCFA will approve two additional members. Currently, they are identifying strengths and areas for improvement. The narrative will include hyperlinks to documents providing evidence. This will be due in late summer of 2015. We are optimistic to complete the document the end of fall semester and allow ample time for visit preparation. We will follow the Open Pathway process, this is the path the PEAK has evolved. The document outlines expectations and timeline. At the time of the visit, meetings will be scheduled with the board, the cabinet, the faculty, students, and external partners. He is confident that ECCFA leadership will be involved, specifically the officers. The process is very "digital." College-wide documents will be linked and will include the ECCA contract. There are currently 2 folks on the writing team. This process started last fall; overall it will take about 2 years. It has been shared at a couple of all college meetings. The board will go through the criteria and then shared for additional feedback. Following draft argument, preparation guides will be developed to focus on specific areas. Confidence is high that key ingredients are present.

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

SECRETARY'S REPORT: KIM TARVER- APPROVAL OF MINUTES OF APRIL 30, 2014 MEETING

See report included at end of agenda.

Minutes approved with Joyce Fountain, Scott Vaszily, Dawn Munson, Mary O'Sullivan, B. Ulysse, & Jennifer Jeschke abstaining.

Review Draft Schedule of ECCFA meetings for FY 15.

The Schedule was approved unanimously.

TREASURER'S REPORT: ROGER RAMEY

The report was submitted by outgoing treasurer, Gary Norden. The report was accepted.

How much is the bill for the printing of the agreement/contract? Approximately \$750.00

**PRESIDENT'S REPORT: LUIS MARTINEZ**

Luis stated that attendance supporting the custodians at the BOT was strong. Our relationship with SSECCA is positive. Contracts have arrived. Senators will receive their contracts today. Members must sign for the contract. Thursday, members may sign for contracts at the Employee reception and at Carmina's End of Semester Party. Once we receive the updated list, senators will be able to assist with distribution.

Comments: Has IBEW contract been approved? IBEW members left the BOT meeting before that was disclosed.

June 10, the decision regarding custodians will be announced by BOT. Luis stressed that senators attend the meeting and encourage their constituents to attend.

Q: Is it possible to plan a large event with all unions on campus to discuss concerns and collaborate? Luis shared that both SSECCA and ECCFA are collaborating.

**1<sup>ST</sup> VICE PRESIDENT'S REPORT: JESSICA CARPENTER**

Identified IFT Summer Training Dates; The ECCFA party is tomorrow at Carmina's. Please wear BLUE!!! Several faculty are retiring. The distribution table will be placed between the bookstore and student accounts. There were folks from Fox Valley Peace & Justice group video-taping the BOT meeting and she will share it on Facebook if available.

*Baudelaire Ulysse requested to alter the agenda to address the Films on Demand topic under Old Business. It was agreed by consensus.*

**2<sup>ND</sup> VICE PRESIDENT'S REPORT: SUE FORD**

Filed appeals on two grievances and dates are being scheduled. There is an arbitration scheduled for July 30.

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

First request for excess load for UA1s has been received. Excess load is by seniority. There was discussion about the assignment process and credit limits per the agreement. The Affordable Care Act has been a source of concern. There is federal legislation pending regarding this matter and its impact on part-time worker nationwide.

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

Membership Committee Report (Cassandra Watson)- refer to written report submitted; there is a need to have forms signed as there are many that are not able to be located. 70% of forms are in hand. The IFT requires us to have signed forms on hand. Suggested to link the contract distribution to signing the forms; recommended we store records electronically; recommended we issue membership cards. Cassie will send the list to Kim.

Elections Committee Report (Cassandra Watson) Cassandra Watson is making a motion to destroy the ballots from the spring 2014 ECCFA elections. Update: 15% of the faculty voted, 3% of the UA1s, 10% of the UA2s and 35% of the FT faculty. Pat O'Brien seconded the motion. *The motion passed to destroy the 2014 election ballots.* The preview ballot indicated that there were 1 and 2 year terms to ensure that only 50% turnover occurs on the senate and on committees. This was not clear on the ballot to voters and to candidates. Luis proposed that the 2 year terms remain and we plan a progression for the next election to make this adjustment; elect 1 and 2 year terms; another option is to propose 2 and 3 year terms. Resolution: all senators were elected to 2 year terms. Cassandra commented on the low voter turnout. Kimberly Tarver suggested we make concerted effort to improve communication and engagement. There are folks interested in forming a group Patrick Gordon, Dawn Munson, Maria Kazmi, Joyce Ross, Mary Elfring. Others are welcome. *Motion to assemble a group to investigate ECCFA membership, engagement and outreach. (Sue Ford moved and Ellie seconded the motion.) The motion passed.* Jessica will share the information discussed thus far.

## **Elections and Committees**

Luis requested a motion to consider 1-5 as consent agenda. Moved and seconded by Liz and Pat O'Brien. Consent agenda approved. Sue Ford moved to accept consent agenda. Pat seconded. The motion passed.

1. Curriculum Committee Opening: Allison Douglas is willing to continue to serve representing CTDE. (Request by Joe Rosenfeld, Committee Chair)(Leticia Starkov will serve as chair in the fall.)
2. MAGIC rep on the Evening Supervisor III of ESL search committee: Armando Trejo has agreed to serve. (Request by Sharon Baker, MAGIC Rep Coordinator and Marcia Luptak, ESL Search Chair)
3. Evening Supervisor III of ESL search committee: Colleen Stribling and Marilyn Ducar have agreed to serve. (Request by Marcia Luptak, ESL Search Chair)
4. CETL Proposal Review Committee: Karen Friedberg (HP), Stacey Shah (Librarian), and Liz McNulty (ABEC) have agreed to serve. (Request by Sandi Brown) *Note: Request is for 1 representative from each division. Openings remain for CABS, LVPA, MSE, SSD, SBCT and one member from the Unit Adjunct Faculty.*
5. ECC Accreditation Team: Maria Bagshaw (UA Librarian) and Curt Perrin (IMT) have agreed to serve. (Request by Phil Garber)
6. Distance Learning Advisory Committee: (Request by Billie Barnett) (Refer to Bylaws at end of agenda for details.) Requesting full time faculty representing each academic division; Academic Development and Learning Resources (Library) Stacey Shah is currently serving and has agreed to continue. CABS Cindy Hutman is currently serving and has agreed to continue. *Openings remain from ABE, HP, LVPA, MSE, SSD, SBCT, and one member from the Unit Adjunct Faculty.*
7. Committee and Senate Openings/Opportunities (Cassandra Watson) (Refer to report submitted at end of agenda)

## **OLD BUSINESS**

1. New Contract impact on back pay. (Cassandra Watson) Refer to item at end of agenda. The mitigation pay was included on a recent pay roll. Cassie recommended that faculty calculate the increase on their pay advices.
2. Films on Demand (B. Ulysse) He has rallied support from both faculty and administration. The trial dates back to 2103. The community was not aware of the trial. He has been using this at another institution. For each film, transcripts are available. Cost is \$8884.00 for members of consortium. With specialized add-ons, the total cost is

approximately \$20,000 per year. Films on Demand expertise in educational videos. He is looking at funding sources via the president and SSI. He is requesting a 4-year sponsorship for pilot phase and is hopeful that academic divisions will budget for the costs beyond the pilot phase.

Comments: It was suggested that the library or distance learning incorporate the costs into their future budgets. There was additional discussion about divisions sharing the costs. If housed in the library, will it be accessible by students and community members? Distance learning has more experience with coordinating access and streaming. The concern is cost and usage; budgets have been set therefore going through SSI is needed. The trial runs through the end of May. What action is required? Please review and share our comments with him. What is the status of the petition? He is encouraged to share the petition.

#### **NEW BUSINESS**

1. ABEC Placement (Cassandra Watson) Currently, ABEC is housed in CABS for our elections and committee service. There are 80 faculty (3 FT, 55 UA2 and 22 UA1). Comments regarding Amendments Committee progress with pending issues and this item regarding ABEC placement.
2. Great Lakes Union Leadership Institute: June 16-20 at Lake Lawn Resort, Delavan WI. (Participants being accepted. Please contact any officer no later than May 22.)
3. IFT Union Leadership Institute: November 15-16, February 7-8 and April 25-26.
4. SSECCA Donation for Negotiation Efforts- Luis has been in conversation with SSECCA and their need for support with negotiations and battle against outsourcing. Kim made a motion to donate \$700 in light of extraordinary circumstances they are facing. Christina Marrocco seconded the motion. Q: What do they need money for? A: We should not direct how they spend the funds. This is a symbolic show of support for union busting actions. Discussion regarding contributions to unions on strike or not on strike. This is action for internal unions. Should this come from COPE funds? When can the money be accessed? Pat moved to adjourn to COPE, Jessica seconded. Motion passed. The COPE treasurer stated that funds are available. It was clarified that COPE funds are donated voluntarily. Clark moved to donate \$1000 from COPE to support SSECCA . There have conversation about posting a joint advertisement in newspapers. The motion was seconded by Pat. The motion passed. Sue moved to adjourn, Cassie seconded. The motion passed.  
Kim Tarver withdrew her motion.

#### **DIVISION ISSUES**

**ADJOURNMENT: ELIZABETH BECKER MOVED TO ADJOURN AND JESSICA CARPENTER SECONDED THE MOTION THE MOTION PASSED.  
MEETING ADJOURNED AT 5:00 PM**

**NEXT MEETING: August 13, 2014**

## COMMITTEE REPORTS

### Secretary's Report (Kimberly Tarver)

Mary Hatch sent this to increase awareness of faculty contributions to a recent artist in residency project.

Thank you to all who participated in the two-week Calder residency project with Kevin Reese – the amazing faculty/staff collaboration and deep student engagement by themselves would have made the project worth doing. ***But the end result – a beautiful sculpture created specifically for the Arts Center lobby*** – render this one of the most rewarding projects our division has ever undertaken!

***If you haven't seen the sculpture, please come see it!*** We have on display a small sampling of mobiles constructed by students in design and art appreciation classes. (These are not permanently installed.)

Special thanks and kudos to the following individuals: Steve Duchrow, for his vision in conceiving the project, Cindy Gaspardo, for providing operational leadership, Howard Russo and Daniel Josh for working with 3D students and Reese to design and develop an original mobile sculpture, Marybeth Koos for her leadership and coordination to elicit broad participation, Jeff Hallgren, who assisted with artist/faculty communication & coordination, All the art faculty who got their students excited and engaged in the project, Susanne Kepley for promotion, documentation, Paul Graham and Mike Johnson for coordinating technical details, Ed Krantz for the lovely exhibition that references Calder's work, Robin Arnold, Ed Cook and Cal Byrd for their expertise and assistance in identifying and clearing obstacles, LVPA instructional coordinators for their support/endorsement I may have forgotten someone; if so, please accept my sincere apologies and let me know so I can correct the error.

Once again, thank you. It is a great pleasure to work with such dedicated, creative professionals.

- 1) Please review draft schedule for 2014-2015 Academic Year.

#### **2014 Fall Semester**

Wednesday, August 13, ECCFA Meeting, 3:00-4:30

Thursday, August 14, Convocation & Opening Day All Faculty Meeting

Wednesday, August 20, ECCFA Meeting 3:00-5:00, C-120

Wednesday, September 3, ECCFA Meeting 3:00-5:00, C-120

Wednesday, September 17, ECCFA Meeting 3:00-5:00, C-120

Wednesday, October 1, ECCFA Meeting 3:00-5:00, C-120

Wednesday, October 15, ECCFA Meeting 3:00-5:00, C-120

Wednesday, October 29, ECCFA Meeting 3:00-5:00, C-120

Wednesday, November 12, ECCFA Meeting 3:00-5:00, C-120

Wednesday, November 26, ECCFA Meeting 3:00-5:00, C-120

Wednesday, December 10, ECCFA Meeting 3:00-5:00, C-120

Thursday, December 11, ***Semester Ends***

Friday, December 12, *Grading Day & Graduation*

Monday, December 15, Grades DUE

**2015 SPRING SEMESTER**

Thursday, January 8, Convocation & Opening Day All Faculty Meeting

Monday, January 12, Classes Begin

Wednesday, January 14, ECCFA Meeting 3:00-5:00, C-120

Wednesday, January 28, ECCFA Meeting 3:00-5:00, C-120

Wednesday, February 11, ECCFA Meeting 3:00-5:00, C-120

Wednesday, February 25, ECCFA Meeting 3:00-5:00, C-120

Wednesday, March 11, ECCFA Meeting 3:00-5:00, C-120

Monday, March 23- Sunday, March 29, Spring Break

Wednesday, April 1, ECCFA Meeting 3:00-5:00, C-120

Wednesday, April 15, ECCFA Meeting 3:00-5:00, C-120

Wednesday, April 29, ECCFA Meeting 3:00-5:00, C-120

Wednesday, May 13, ECCFA Meeting 3:00-5:00, C-120

Wednesday, May 13, **Semester Ends**

Thursday, May 14, *Grading Day*

Friday, May 15, *GED Graduation*

Saturday, May 16, *Graduation*

**Membership Committee Report (Cassandra Watson)**

Members of the bargaining unit:

FT 140

UA2 258

UA1 137

Total of 535

Signed members of the union:

FT 98 (70%)

UA2 183 (71%)

UA1 53 (39%)

Total of 334 (62%)

**Back pay for the new contract? Just an example...**

$\$1000 \times 10 \text{ hours} = \$10,000$  total of my contract

$\div 10$  paychecks =  $\$1000$  per paycheck

Received 2 paychecks before new contract finalized:

Have been paid  $\$2000$

With raise,  $\$1020 \times 10 \text{ hours} = \$10,200$  total of my contract

$-\$2000$  already received =  $\$8200$  still owed to me

$\div 8$  remaining paychecks =  $\$1025$  per paycheck

Received 5 paychecks before error in new pay scale corrected:

Now have been paid  $\$2000 + \$5125 = \$7125$

With the correction,  $\$1022 \times 10 \text{ hours} = \$10,220$  total of my contract  $-\$7125$  already received =  $\$3095$  still owed to me

$\div 3$  remaining paychecks =  $\$1031.67$  per paycheck

Had it been fixed before the semester started, I would have received \$1022 per paycheck all semester long. If this were the fall semester when we only have 9 paychecks, I would have received \$1135.56 per paycheck all semester long.

**Senate Membership (Cassandra Watson)**

**ADLR/STUD SERV – 1 member**

Ellie Swanson Term exp 2015

**BUS/SSCT - 3 members total**

Clark Hallpike Term exp 2016

Roger Ramey Term exp 2016

Patrick Gordon Term exp 2016

**CABS - 4 members total**

Pat O'Brien Term exp 2015

Jessica Carpenter Term exp 2015

Christina Marrocco Term exp 2015

Dawn Munson Term exp 2016

**HP - 2 members total**

Kimberly Tarver Term exp 2015

Maria Kazmi Term exp 2016

**LVPA - 2 members total**

Joel Peck Term exp 2015

Howard Russo Term exp 2015

**MSE - 3 members total**

Lauren Anderko Term exp 2015

Mary O'Sullivan Term exp 2016

Elizabeth Becker Term exp 2016

**UA2 - 14 members total**

Loretta McCallister Term exp 2015

Mary Elfring Term exp 2015

Baudelaire Ulysse Term exp 2015

Scott Vaszily Term exp 2015

Warren Peto Term exp 2015

Sue Ford Term exp 2016

Heidi Brelsford Term exp 2016

Diane Flahaven Term exp 2016

Joyce Ross Term exp 2016

Danielle Straub Term exp 2016

Cassandra Watson Term exp 2016

Jessica Wedemeyer Term exp 2016

Vacant Position





1 faculty member from MSE to serve on the Academic Technology Committee (can be full-time, UA2 or UA1) [just for 1 year]

1 full-time faculty member from MSE to serve on the Faculty Development Committee

1 faculty member from MSE to serve on the SLAAC (Assessment) Committee (can be full-time, UA2 or UA1)

2 UA2 faculty members to serve on Senate

1 UA1 faculty member to serve on the Grievance Committee

1 UA1 faculty member to serve on Senate [just for 1 year]

1 faculty member from CTDE to serve on the Curriculum Committee (can be full-time, UA2 or UA1)

### **Distance Learning Advisory Committee By-Laws**

#### **Purpose**

The Distance Learning Advisory Committee (DLAC) supports the educational mission of Elgin Community College by advocating quality programming in distance learning to expand access, enhance learning, and enrich opportunities for faculty and students. DLAC serves as an advisory body for distance learning issues, programs, policies and proposals. The committee's purpose is to support and strengthen distance learning.

#### **Function**

- Assist in developing yearly objectives for the Distance Learning Department to address in an effort to continually improve distance learning at Elgin Community College.
- Recommend technical support needed for online instructors and students.
- Review and assist in the development of Distance Learning policies and procedures.
- Identify both technical and academic needs and solutions for online learning success.
- Recommend development activities for both online faculty and students.
- Recommend the potential role, scope and directions of online instruction at Elgin Community College.
- Review and recommend improvements to the Distance Learning website to support online students.

#### **Membership**

DLAC members should have a broad perspective on technology and learning, along with experience utilizing technology. Members will represent a variety of areas and shall consist of the following:

*Full time faculty representing each academic division:*

- Academic Development and Learning Resources – Library;
- Adult Education
- Communications & Behavioral Sciences
- Health Professions
- Liberal, Visual and Performing Arts
- Math, Science and Engineering
- Student Services & Development
- Sustainability, Business and Career Technologies

*Part time faculty (1)*

- UA1 or UA2

#### **Administrators**

- Dean: Academic Development & Learning Resources
- Dean: Academic Dean (1)
- Associate Dean: Testing
- IT Representative
- Bookstore Representative
- Registrar or Registrar's Designee

#### **Distance Learning Support (non-voting)**

- DL Staff

- (a) Other interested faculty, staff and administrators may be asked to attend DLAC meetings as deemed necessary. Interested parties may request to attend meetings as well.
- (b) The DLAC shall not allow proxies or absentee voting.
- (c) The DLAC chair will report incidents of non-attendance to the appointing body.
- (d) Members shall notify the chair in advance if they will be absent from a meeting. Members who miss three consecutive meetings without notifying the chair will be considered inactive. A new nominee will be requested to replace any inactive member.

#### **Member Responsibilities**

- Attend and fully participate in committee meetings.
- Be knowledgeable of issues relating to online teaching, learning and student support as it pertains to his/her represented area.
- Serve as a liaison between the Distance Learning Department and the constituency he/she represents.
- Provide information and assistance to support Distance Learning Department activities as needed.
- Provide information on current issues in distance learning from the perspective of his/her area of interest.

#### **Terms of Service**

- DLAC members shall serve two years, and are eligible for consecutive terms of service. Faculty committee member terms will be staggered (half ending in even-numbered years, half in odd-numbered years) to maintain continuity of committee membership from one academic year to the next.
- When a DLAC member's term of service expires, and the member elects to discontinue his/her membership on the committee, the DLAC chair will solicit nominations to fill the vacant position, in accordance with the standards in place.
- The DLAC Chair may serve consecutive terms, *and will always be a Distance Learning Department employee.*

#### **Quorum**

A quorum shall consist of fifty percent plus one of the active voting membership of the committee.

#### **Procedures**

- Regular meetings of the DLAC will be held a minimum of one meeting during the fall semester and one meeting during the spring semester. Additional meetings may be scheduled as necessary. No meetings will be scheduled during the summer.
- Agendas will be established by the chair, with committee input. Agendas will be electronically distributed to the membership prior to each meeting.

- The Administrative Assistant to the Associate Dean of Distance Learning will see that minutes are kept of all meetings. The minutes will include all actions taken and make note of all significant discussions. Minutes will electronically be sent to all committee members, whether present at the meeting or not.
- As necessary, agenda items may be approved, denied or tabled for future consideration on a majority vote of the members present at a meeting of the committee where at least the minimum quorum of members is in attendance. For tabled items the chairperson will make the necessary arrangements to obtain additional information or resources requested before action can be taken.
- All recommended actions may be mentioned in the Distance Learning Department newsletter distributed to all campus employees.

**Amendments to these Bylaws**

Amendments to the DLAC Bylaws may be proposed at any regular meeting of the Distance Learning Advisory Committee. The proposed amendments shall be made known to members not present and shall be voted on at the next regular meeting. A majority vote shall be required for passage of any amendments.