



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

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***Call to Order at 3:10 PM– Luis Martinez President***

ROLL CALL:

Elizabeth Becker, Heidi Brelsford, Jessica Carpenter, Mary Elfring, Diane Flahaven, Sue Ford, Patrick Gordon, Clark Hallpike, Terri Martin, Christina Marrocco, Luis Martinez, Patricia O'Brien, Mary O'Sullivan, Warren Peto, Roger Ramey, Joyce Ross, Howard Russo, Danielle Straub, Eleanor Swanson, Kimberly Tarver, Scott Vaszily,

Absent: Liddy Hope, Jennifer Jeschke, Maria Kazmi, Loretta McCallister, Dawn Munson, Joel Peck, Baudelaire Ulysse, Jessica Wedemeyer

RECOGNITION OF VISITORS & GUESTS

Joyce Fountain (COPE)

Tammy Ray (Website)

Diane Kondratowicz (ECCFA Member/CABS)

REPORTS –

SECRETARY'S REPORT: KIM TARVER- APPROVAL OF MINUTES OF AUGUST 20, 2014 MEETING

PAT O'BRIEN MOVED AND CHRISTINA MARROCO SECONDED A MOTION TO APPROVE THE MINUTES AS AMENDED AS AMENDED TO INDICATE N. BAHAJI AND E. RUDZINSKI TEACH MATH. THE MOTION PASSED WITH MARY ELFRING AND HEIDI BRELSFORD ABSTAINING.

TREASURER'S REPORT: ROGER RAMEY

The audit is scheduled for next Monday and will be performed by Cindy Hutman, Dan Kocher, Renae Ziwinski. Roger Ramey and Gary Norden will be available to the team for questions.

PRESIDENT'S REPORT: LUIS MARTINEZ

No report

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

Safety Issues (See Addendum)

Jessica requested feedback regarding the BIT handout from faculty. The notes are shared via an addendum. The comments are not all hers as they were submitted by multiple faculty. She is planning to meet with Rose

DiGerlando to discuss concerns regarding the role of faculty. If you have any additional comments, please send them to her as soon as possible.

There have been situations regarding several incidents have been reported involving online and face to face interactions. Diane Kondratowicz and Jessica Carpenter discussed complex behavioral issues they are experiencing. There is a request to clarify processes and identify areas where gaps exist. There is interest in knowing the incidence rate of aggressive or threatening behaviors. Luis will address concerns with Dr. Sam. It was suggested that faculty consider including a statement on the syllabus indicating that "Disruptive behavior may result in withdrawal from the course." Faculty are also encouraged to document incidents and steps taken. It was suggested the senate draft a resolution. Luis requested faculty summarize their comments and send them to Jessica. Luis will meet with key administrators and will invite faculty directly involved to participate in the discussion.

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

Constituents list will be sent via email. The 3<sup>rd</sup> VP position remains vacant. The Membership Chair position remains vacant. The responsibilities of the 3<sup>rd</sup> VP were reviewed. Heidi Brelsford volunteered to serve as 3<sup>rd</sup> VP. Sue Ford moved and Howard Russo seconded a motion to elect Heidi Brelsford the 3<sup>rd</sup> VP. The motion passed. Congratulations to Heidi Brelsford and thank you very much for serving.

#### 3<sup>RD</sup> VICE PRESIDENT'S REPORT: VACANT POSITION

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

##### **Negotiations-** (Howard Russo)

Salary issues are still undecided regarding the Wellness Professional positions. There is concern that faculty, staff and students are at risk. We are concerned with students with mental health issues that may escalate into disruptive, harmful or violent behavior.

##### **Grievance-** (Sue Ford)

There is a question about professional meeting leave and professional activity. Professional meetings are subject to the Dean's approval and involve a direct link to the business of the college or will directly benefit the department. For example, advisory committee meetings, professional meetings in the instructional area, meeting with feeder high schools or community partners. Professional meetings do not qualify for alternate lane credit. Professional activities require 72 hour notification and is limited to 4 days and include activities such as workshops, seminars, and conferences.

##### **COPE:**

Howard moved to adjourn to COPE and Sue Ford second the motion. The motion passed. The meeting was adjourned from 4:07 PM to 4:38 PM.

## ELECTIONS & COMMITTEE REQUESTS

*Note: Items 1-6 may be considered as a consent agenda.*

Roger Ramey moved to consider items 1-6 as a consent agenda. Elizabeth Becker seconded the motion. The motion passed.

Elizabeth Becker moved to approve the consent agenda. Pat O'Brien seconded the motion. The motion passed.

- 1) Elections Committee: Ellie Swanson and Marge Schildknecht have agreed to serve, if approved.
- 2) Dr. Mao is requesting approval for Dr. Rabi'a Kakima's tenure committee. Christina Marrocco, Alison Douglas, and Jason Kane.
- 3) Dr. Mao is requesting approval for Glenn Joshua's tenure committee. Christina Marrocco, Bill Demaree, and Rachael Stewart.
- 4) Dr. McGee is requesting approval for Anu Gupta's tenure committee. Chalyce Deterding, Dan Kernler, and Naima Bahaji.
- 5) Dr. McGee is requesting approval for Eva Rudzinski's tenure committee. Chalyce Deterding, Terri Martin, and Catherine Moushon.
- 6) Dr. Mao is requesting approval for an English Faculty Search Committee. Christina Marrocco, Sarah Baker, Rachael Stewart, and Bill Demaree have volunteered to serve. MAGIC Rep: Kimberly Tarver
- 7) John Coffin is requesting **two** members to serve on the 2014-2015 Student Affairs Committee. Volunteers include: Heidi Eaton, Gary Norden, Tim Anderson, Roda Ryan, Dennis Lynch, Virginia McHugh-Kurtz, Sumitra Potharazu, Jabria Jassim, David Reich, and Laurel Vietzen have volunteered to serve, thus far.

There was discussion regarding the numbers of volunteers. It was suggested to consider one candidate from career technology and one candidate from transfer areas. It was also requested to consider including a unit-adjunct member. Howard Russo moved to approve Gary Norden, full-time automotive faculty and Virginia McHugh-Kurtz, unit-adjunct biology faculty. Roger Ramey seconded the motion. Discussion: consider approving an alternate to serve in the event that a member be required to recuse themselves from decision-making. Howard Russo amended the motion to include approving Tim Anderson to serve as an alternate. Roger Ramey seconded the motion. The motion passed.

- 8) Leticia Starkov, Curriculum Committee Chair, is requesting one member from CTDE and one member from MSE.

## OLD BUSINESS

- 1) Picnic- confirmed 78 adults, 23 under the age of 12, and 4 teenagers. Sue is requesting reimbursement of \$433.96 to cover expenses.
- 2) Contracts need to be distributed. Senators are requested to contact their constituents and arrange for distribution of contracts. The officers have keys to the ECCFA office to access the contracts.

## NEW BUSINESS

- 1) An email was sent stating that the new testing center policy requires electronic means to send tests. There is concern with any requirements to use D2L. Jessica Carpenter will seek clarification and resolution. In addition, the testing center was closed 2 days last week and students were not notified. Members reported that some students travelled significant distance for testing.
- 2) ECC Foundation Gala (Sue Ford) – September 20, 2014 is \$200 per person. Sue Ford is on the planning committee and requested that ECCFA consider purchasing a table. 75% of the cost goes directly to the foundation. Howard Russo moved to approve \$1200 to send the officers and Roger Ramey (Foundation Liaison) to the gala. The motion was seconded by Pat O'Brien. The motion passed.
- 3) Northern Illinois Jobs with Justice would like to attend upcoming Senate meeting to discuss membership. We will invite their representative to attend a future COPE meeting.
- 4) Lynette Scalucca, IFT Field Rep requested we ensure that Fair Share postings are in key areas on campus. Senators are requested to review their areas for postings.

## DIVISION ISSUES

HP division still needs a SLAAC member. Kimberly Tarver sent an email to Wendy Miller to recommend she appoint a member to serve.

## ADJOURNMENT:

**ROGER AND MARY E. MOVED TO ADJOURN. 5:09 PM**

Roger Ramey moved to adjourn at 5:09 PM and Mary Elfring seconded the motion. The motion passed.

## NEXT MEETING: September 17, 2014

### **ECCFA Important Dates 2014 Fall Semester**

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*

## COMMITTEE REPORTS

### Curriculum Committee (Leticia Starkov)

Leticia Starkov reported that the following members will serve on curriculum committee: Glen Turner (CABS), Ranae Ziwicki (SBCT), and Chrystie Wojcik (SBCT). She is requesting one member from CTDE and one member from MSE.

### Learning Community Committee Report - (Colleen Stribling)

#### Course Offerings/Procedures

This semester, seven learning community pairings reached appropriate enrollment numbers. In addition, two service learning options are running. These classes combine communications with an hour of serve credit and work with CBOs as clients. Two offerings were cancelled due to low enrollments. For a listing of current Learning Community pairings, see [www.elgin.edu/learningcommunity](http://www.elgin.edu/learningcommunity).

**The committee is currently collecting proposals for fall 2015. Interested faculty should contact Colleen Stribling at [cstribling@elgin.edu](mailto:cstribling@elgin.edu) for more information.**

#### Committee Goals

The committee will focus on two areas this year: **marketing** and **professional development** for participating faculty. Our marketing focus is targeted on reaching students at key times in their decision making process to offer the option of taking their courses within a community. Due to the expansion of programming choices for students (pathways, ALP, honors, etc.), we are exploring ways to clearly explain the benefits of the program to students. The marketing group is also tasked with expanding faculty participation in the program.

The second focus is on professional development for faculty participating or interested in learning communities. To this end, we have scheduled two Professional Learning Community dates per semester under the name ECCommunity of Practice. This semester we are scheduled to meet on Wednesday September 17<sup>th</sup> from 3-4:30pm and Friday November 14<sup>th</sup> from 9-11am. Please join us if you are interested in learning communities.

#### Upcoming LC Conferences

National Learning Community Conference in Bay City, MI (November 6-8)

Consortium of Illinois Learning Communities Symposium at Benedictine University Lisle, IL (April 17, 2015)  
"Expanding Our Horizons – Looking at LCs in New Ways"