



**SENATE MEETING MINUTES**  
APRIL 1, 2015  
3:00 PM – 5:00 PM, ROOM C-120

*Call to Order at 3:25 pm by Jessica Carpenter*

**ROLL CALL:**

Pat Brutchin, Jessica Carpenter, Diane Flahaven, Clark Hallpike, Jennifer Jeschke, Dawn Munson, Patricia O'Brien, Mary O'Sullivan, Warren Peto, Tammy Ray, Joyce Ross, Danielle Straub, Eleanor Swanson, Kimberly Tarver, Scott Vaszily  
COPE: Joyce Fountain

Absent: Elizabeth Becker, Heidi Brelsford, Mary Elfring, Sue Ford, Patrick Gordon, Liddy Hope, Terri Martin, Loretta McCallister, Luis Martinez, Christina Marrocco, Joel Peck, Roger Ramey, Howard Russo,

**RECOGNITION OF VISITORS & GUESTS**

Sustainability/Maker Faire, April 22, 10:00 am to 3:00 pm; Glenn Earl (Business Faculty) & Team Leaders:

Melinda Hajoroja - Team leader/Marketing, ECC Student

Cory Bray – Team Leader, ECC Student

Rick Ceh – Team Leader – Vendor, ECC Women's Soccer Coach, ECC Student

Team members will blitz classes next week. Students will come to your classes to promote this CO-curricular event and share for 8 minutes. They would like to meet with individual faculty to share information and coordinate classroom presentations. They anticipate participation of 1700 students, 30 local businesses/vendors, professors, eg. Winergy, JCNaturals (a company started by 2 local 13 and 9 year old girls).

The experience is about increasing marketability of ECC graduates, encouraging entrepreneurial mindset. There is a project to monitor usage of water bottle filling stations on campus and will be giving away reusable water bottles. Local artists know for using recycled/sustainable materials will be featured.

Eco Art show- there will be exhibits that use recycled/sustainable materials to create art.

This event is supported by a grant from the City of Elgin and book publishers.

There are approximately 130 million "Makers" in the U.S. and ECC is joining the movement.

**SECRETARY'S REPORT: KIMBERLY TARVER- APPROVAL OF MINUTES OF MARCH 11, 2015 MEETING**

Mary O'Sullivan made a motion via email and Elizabeth Becker seconded the motion via email to approve the following changes to the language of the Faculty Evaluation and Tenure Handbook as requested by senate at the last senate meeting and include these agreed upon revisions to the Faculty Evaluation Handbook in response to Senate concerns. They are also agreeable to the Administration team.

1. Add "Consistently Evident" to evaluation scale on the Classroom Visitation forms as verbally agreed. This is the same as described at the Senate meeting; it only needed to be added to the printed draft.
2. Back to book on the Student Evaluations.
3. Back to book on section A, number 3 of the Classroom Visitation form.

The motion passed by electronic vote.

Pat O'Brien moved and Ellie Swanson seconded the motion to approve the March 11, 2015 minutes. The motion passed.

#### TREASURER'S REPORT: ROGER RAMEY

The report was accepted.

#### PRESIDENT'S REPORT: LUIS MARTINEZ

No report.

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

Behavior Intervention Team (BIT) Procedure Update- New safety language incorporated feedback and will be presented to cabinet.

The bulletin board has been ordered and will be placed soon.

#### 2<sup>ND</sup> VICE PRESIDENT'S REPORT: SUE FORD- NO REPORT

#### 3<sup>RD</sup> VICE PRESIDENT'S REPORT: HEIDI BRELSFORD

#### COMMITTEE REPORTS -

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

No change to date with regard to changes in working conditions due to disciplinary procedures associated with the Non-Smoking Policy.

##### **Grievance-** (Sue Ford) No Report

**Elections Committee-** (Ellie Swanson, Marge Schildknecht, Tim Anderson) ECCFA elections will take place on April 22<sup>nd</sup> and April 23<sup>rd</sup> in C120. The committee has contacted committee chairs for elections information. Requests for nominations will go out this week and election judges will be solicited soon. They anticipate counting the ballots on April 24<sup>th</sup> and having results to the Senate by the next meeting on April 29<sup>th</sup>.

##### **Membership Committee-** (Mary Elfring)

##### **COPE** (Joyce Fountain)

Pat O'Brien moved and Ellie Swanson seconded the motion to adjourn to COPE. The motion passed. Candidates have shared literature for distribution. Phone lists have been shared for senators to make contacts. Materials may be placed in mailboxes/hands. Tammy shared that 13 new members signed up for emails, 12 wrong emails and 1 person unsubscribed. 67% of the emails sent were opened. Discussion related to recent editorials in response to candidate positions. Pat O'Brien moved and Christina Marrocco seconded the motion to approve the March 11, 2015 COPE minutes. The motion passed.

Move to adjourn was made by Pat O'Brien and seconded by Ellie Swanson. The motion passed.

##### **Pathways Committee** (Mary O'Sullivan and Cindy Hutman)

The college started this initiative a year ago targeting new, incoming freshman and placing them in groups. It started without faculty awareness. Information was shared and senators are encouraged to notify their faculty. If faculty are teaching a pathway course, their section will not be posted for general registration and will be opened if they are not filled in July. These courses will run with lower enrollments. Deans are responsible to inform their faculty, although it would be helpful if senators would inform faculty. Math sections are not included because of the varying levels of preparedness and developmental needs. This program was an Illinois Board of Higher Education directive. The time of course offerings limits faculty options and efforts include limiting faculty assignments to only one section, when possible.

#### ELECTIONS & COMMITTEE REQUESTS

1. Rabi'a Hakima has volunteered to serve on GIST Curriculum Subcommittee.  
Pat O'Brien moved to approve and Ellie Swanson second the motion. The motion passed.

2. William Akers has volunteered to serve on GIST Funding, Assessment & Research Subcommittee. Pat O'Brien moved to approve and Ellie Swanson second the motion. The motion passed.

## **OLD BUSINESS**

## **NEW BUSINESS**

1. ULI <https://www.ift-aft.org/professional-development/union-leadership-institute/great-lakes>  
Lake Lawn Resort, Delavan WI, June 22-26, 2015; Effective Union Leadership, Effective Grievance Administration Part 1, Introduction to Negotiations, Engaging Membership through Conversation Experience and Technology.
2. Academic Policy Committee (Dawn Munson) – Note that faculty should be aware of recent Facebook and social media guidelines. Procedures have been clarified for parents and notification of faculty regarding:
  - a. 4.104 Extended Absence Notification for Students
  - b. 4.406 Death of a Student

Ellie Swanson requested that learning resource center be notified as well, in the event the student has materials checked out.

3. Bylaws Committee- Cindy Hutman is willing to serve. The senate is seeking volunteers to serve on the bylaws committee. Reminder to all members to review the constitution and provide feedback.

## **DIVISION ISSUES**

Dr. Mao remains on leave of absence.

Please welcome Dr. Lott, new Dean of Sustainability, Business, & Career Technology.

ADLER is now LRIE (Learning Resources and International Education) for election purposes as it combines Adult Basic Education and Learning Resources divisions.

## **Adjournment**

Pat O'Brien moved to approve and Ellie Swanson second the motion to adjourn. The motion passed.

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

## **2015 SPRING SEMESTER**

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*

## **Faculty Development Committee Report (Marta Walz)**

The following excerpts are from the FDC Annual Report:

In 2014, Jessica Carpenter, Glenn Mayer, and Lynne Mayer represented the Faculty Development Committee in the review. ECC administration and faculty agreed upon and released the updated version on August 12, 2014. The major changes to the handbook in 2014 included:

- One handbook for all faculty members (FT & UAF)
- One form for all funding (UAF & FT, Individual & Group projects)
- Changes to calculation of alternate lane credit
- Changes in deadlines (4 months to submit travel/tuition form; 4 months to provide requested information)
- Sabbatical for UAF2
- Retroactive approval of degree programs for new hires in the first 60 days of employment

Up to this point in the 2014-2015 academic year, the committee has approved a variety of projects for faculty across the college. The majority of proposals are requesting support or credit for coursework in the area of the faculty's expertise, coursework in educational strategies, or attendance at academic conferences. Additionally, we have had faculty members publishing work in national journals, presenting research at academic conferences, participating in artist residencies, seeking opportunities to expand their cultural competency, and more.

Group proposals approved include IMACC IL Math CC Conference, NCORE, and SEMA/AAPEX.

For FY15, UAF are eligible to apply for up to \$3,750 to support individual activities. The vast majority of approvals has been for graduate coursework and attendance at academic conferences. In FY2014, 76 proposals were approved for a total of \$69,639.17. With four months remaining, we have already approved 40 proposals @ \$57,156.70.

For CY15, Full-time faculty are eligible to apply for up to \$3,200 to support individual activities. As with the UAF, the vast majority of approvals in CY2014 were for graduate coursework and attendance at academic conferences. In CY2014, the committee received 147 proposals and approved 135 proposals.

A large number of proposals are submitted close to the end of the fiscal year. We expect to receive a significant number of proposals in the upcoming months and surpass both last year's number of proposals and amount of funds approved.