



SENATE MEETING AGENDA
JANUARY 27, 2016
3:30 PM – 5:00 PM, ROOM C-120

Call to Order at 3:35 by Luis Martinez

ROLL CALL:

Pat Brutchin, Michele Brynelsen, Kris Campbell, Jessica Carpenter, Therese Carpizo, , Diana Flahaven, Susan Ford, Patrick Gordon, Liddy Hope, Christina Marrocco, Luis Martinez, Laura Meyer, Patricia O'Brien, Mary O'Sullivan, Joel Peck, Roger Ramey, Howard Russo, Tammy Ray, Ruby Sanny, Eleanor Swanson, Danielle Straub, Kimberly Tarver, Steve Wood, Sabina Zeynalova

ABSENT: Bill Akers, Elizabeth Becker, Heidi Brelsford, Lincoln Davis, Mary Elfring, Clark Hallpike, Jennifer Jeschke, Scott Vaszily,

Recognition of Visitors & Guests: Cathy Taylor, UAF

Chris McCoy, VP of SECCA and Network Operations. Chris shared information about a project he is working on regarding consolidation of accounts/domains. Advantages include one sign on versus current two, access to folders from classroom to office. Disadvantage is the requirement to change your password every 182 days. The conversion will take approximately 30 minutes and must be scheduled. Eventually, all accounts will migrate to this new structure. He is seeking volunteers. Interested faculty may email him directly at cmccoy@elgin.edu

Dr. Richard Enyard, CHRO "Change is a'coming!" His PPT will be shared with faculty as an addendum to the minutes. It reflects his philosophy and customer service orientation. He mentioned the ACA document he sent a few weeks ago and shared that faculty will not need to make any changes in current process. Special pay process will be impacted and primarily impacts adjunct faculty. Administrative assistants will be responsible for documenting the hours on special pay forms. He will review state and federal legislation regarding requirements for community colleges. He is focusing on processes and improving efficiency. He requests feedback from faculty and other groups.

SECRETARY'S REPORT: KIMBERLY TARVER

Approval of Meeting Minutes of January 13, 2016.

Roger Ramey and Eleanor Swanson moved and seconded a motion to approve the minutes. The motion passed with 5 abstentions.

TREASURER'S REPORT: ROGER RAMEY

Report accepted

PRESIDENT'S REPORT: LUIS MARTINEZ

He met with Marcy Thompson regarding student evaluations; the college is moving toward electronic for all faculty. He requested feedback from the senate: low response rate, potential impact on tenure process, triennial evaluation, and adjunct faculty hiring. Faculty in the tenure process will continue to administer paper evaluations.

Illinois AFL-CIO Special Assessment: \$1 per signed member to fully implement the Illinois AFL-CIO Registration and Education Fund. There are no direct contributions to candidates running for political office from this fund.

1ST VICE PRESIDENT'S REPORT: PATRICK GORDON

Sustainability, Business and Career Technology (SBCT) Division changes impacting CIS and OAT creating confusion related to load assignment. Negotiations related to this matter are underway.

2ND VICE PRESIDENT'S REPORT: SUE FORD

Heidi Brelsford is on leave. She will not be able to serve the remainder of the semester. The 3rd VP position is open. Volunteers should contact ECCFA leaders to discuss the position and responsibilities.

3rd Vice President's Report:

Committee Reports –

Negotiations- (Howard Russo)

Grievance- (Sue Ford)

Grievance appeal has been filed; a follow up meeting is anticipated.

Several additional matters are under review.

Faculty are advised to avoid individual bargaining.

Contract section 5.5 is an ongoing area of confusion and misinterpretation. Faculty are required to give academic deans notice of professional activity leave. Notice is not equal to seeking approval.

Faculty must get approval to use professional meeting leave; denials may be appealed to the VP.

Elections Committee- (Ellie Swanson, Marge Schildknecht, Tim Anderson)

Membership Committee (Mary Elfring) Mary reported via email that one additional UA1 member was signed leaving 89 fair share members. She has not yet received an updated list from HR this semester.

COPE Howard Russo and Pat O'Brien moved and seconded a motion to adjourn to COPE. The motion passed. Howard Russo moved and Pat Gordon seconded a motion to approve Luis Martinez to serve as interim COPE chair. The motion passed. Jessica Carpenter and Howard Russo moved to adjourn from COPE. The motion passed.

ECCFA Visioning: Senate Workshop Proposal

Where: Country Inn & Suites, \$250

When 8:00-5:00

Additional Accommodations: Estimates for continental breakfast and soup & sandwich lunch, and afternoon snacks are pending.

Facilitator: David Carrillo

Action Needed: Confirm RSVP and approve funding.

Howard Russo and Pat O'Brien moved and seconded motion to approve \$500.00 for the Senate Workshop. The motion passed.

ELECTIONS & COMMITTEE REQUESTS

Pat Brutchin and Roger Ramey moved to consider items 1, 3, 4, 5, 6, and 7 as consent agenda. The motion passed. Pat Brutchin and Roger Ramey moved to approve the consent agenda. The motion passed.

1. Libby Roeger requests a member to serve on a search committee for Director of Partnerships for College and Career Success. Kris Campbell volunteered.
2. Marcy Thompson requests a member to fill an opening on the Administrative Review Team. Meetings are held from 1:00-3:00 p.m. on 2/5, 2/19, 3/4, 3/18, 4/1, 4/15, 5/6. Volunteers include: Laura Meyer and Nancy Chahino. **Jessica Carpenter and Pat Gordon moved to approve Laura Meyer to serve on the Administrative Review Team. The motion passed.**
3. Dan Kernler, Sick Bank Chair, requests UAF1 member to serve and member from LVPA division to serve on the Sick Bank Committee. Marybeth Koos has volunteered. **(The position for UAF1 remains open.)**
4. Eric Long, Assessment Committee Chair, requests a CABS member to serve. Dawn Munson volunteered.
5. Dr. Goyal has requested members to serve on an ad hoc safety and protective gear committee charged with making recommendations to the physical and chemical science instruction labs are safe in the event of unforeseen circumstances. Pat Daly, Miroslav Rezac and Ted Eltzroth have volunteered.
6. Dr. Lott requests tenure committee approvals for new faculty as follows:
 - a. Marc Hucek: Gary Norden and Linda Conniff
 - b. Joseph Cannici: Heidi Eaton and Patrick Gordon
7. Dr. Miller requests tenure committee approvals for new nursing faculty as follows:
 - a. Catherine Schlosser: Karen Taylor (faculty pick) and Michele Brynelsen (dean's pick)
 - b. Meena Chacko: Judi Thommes (faculty pick) and Mary Arndt (dean's pick)
 - c. Barbara Tarin: Cathi Incapreo (faculty pick) and Karen Friedberg (dean's pick)

OLD BUSINESS

1. AFT Higher Education Conference, March 31-April 3 estimated \$1300 per person. Patrick Gordon, Kimberly Tarver, Luis Martinez, and Jessica Carpenter. Investigate Rockford Airport airfare options.

NEW BUSINESS

1. Community Crisis Center requests ECCFA to consider collecting adult sweat pants and sweat shirts, size Large and above. Socks are also needed. Michele Brynelsen will share information with the Nursing students to consider a collaborative effort.
2. Orrin G. Thompson Teaching Excellence Award Nominations due 2/19/16
3. Thank you letter received from the Community Crisis Center for contributions to the recent coat drive.
4. Founder's Day Brunch, February 21, 11:30 a.m.: Howard Russo and Pat O'Brien moved and seconded a motion to adjourn to COPE. Motion passed. Howard Russo and Pat O'Brien moved and seconded a motion to purchase table seating 8 members. Members requesting consideration to attend include: Howard Russo, Liddy Hope, Sue Ford, Roger Ramey, Kristen Campbell, Tammy Ray, Luis Martinez, Kimberly Tarver, and Jessica Carpenter.
5. College wide enrollment is down. If the trend continues, there may be confusion with load assignment and "bumping" process as it has not been a regular practice. There is a request for education and clarification

regarding the contract language and the process to be followed. This might be helpful to discuss with coordinators, information shared in The Sentinel, and informal gathering.

Division Issues

Adjournment – Howard Russo and Patrick Gordon moved and seconded motion to adjourn at 5:00 p.m. The motion passed.

NEXT MEETING: February 10, 2016

2015-2016 Academic Year Senate Meetings

Wednesdays at 3:30 PM – 5:00 PM, C-120

February 24, March 9, March 30, April 13, April 27, and May 11

COMMITTEE REPORTS

Committee: STATE OF ILLINOIS P-20 Dual Credit Committee

ECCFA Members of Committee: Ryan Kerr

Committee Activities: As before, there are no updates. Since the state currently has no budget, the meetings for this committee have been indefinitely postponed.

Activities to Be Addressed: I will attend whatever meetings occur when they do so.

Proposals/Recommendations/Motions to be Presented: There are no recommendations at this time beyond my continuing research.

Submitted By: Ryan Kerr

Faculty Association Volunteers

The 2nd Annual Food Drive and the Crisis Center Coat Drive **will end this Saturday, January 30th!** We have just one week to fill up those boxes with food and warm coats. Let's all give one final big effort to help those in need in our community.

Location of boxes:

Bldg. A Entrance, Bldg. B By Student Lounge Area, Bldg. C Entrance of Library, Bldg. F Entrance

Submitted by: Elizabeth Hultman, Adjunct Reference and Instruction Librarian

Faculty Development Committee

The Faculty Development Committee approved the amount for which each full-time faculty member is eligible to apply. **The amount for the calendar year 2015 is \$1,600 for each person.** The faculty development fund is to support your growth as an academic. There have been questions on whether the current travel restriction applies to this money. It does not. We will continue to fund travel for conferences, workshops, and other academic opportunities. We will continue to fund tuition for appropriate coursework.

For further information, you can access the Faculty Development Handbook and forms

here: <https://enet.elgin.edu/Committees.aspx?taxonomyid=18124>

Submit proposals to Angela Lucca in B-215

Marta Walz, Faculty Development Committee Chair

Curriculum Committee

The Curriculum Committee was quite busy this past Fall. Minutes are accessible at

<https://enet.elgin.edu/Committees.aspx?taxonomyid=738>

The changes include:

19 new courses

96 course revisions (major)
39 withdrawn courses
26 informational only changes to courses (minor)
3 new programs
25 program revisions
5 withdrawn programs
Leticia Starkov, Ph.D., Curriculum Committee Chair

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Springfield, Illinois 62701-1764
217/544-4014 • Fax: 217/544-0225



999 McClintock Drive, Suite 100
Burr Ridge, Illinois 60527-0844
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OFFICERS

Michael T. Carrigan, President
Timothy E. Drea, Secretary Treasurer

January 20, 2016

www.ilafcl-cio.org

Dear Affiliate:

Since Bruce Rauner's inauguration one year ago the assault on labor has never been more serious. His Turnaround Agenda is nothing more than an attempt to silence labor's voice in Illinois. Although, Rauner is not on the ballot this year, the 2016 election will determine our destiny in 2017 and 2018.

Our mission is simple. Labor has to protect the labor friendly supermajorities in the Illinois House and Senate, elect Susana Mendoza as State Comptroller and Tammy Duckworth to the U.S. Senate.

The Illinois AFL-CIO has an aggressive Illinois Statewide Labor 2016 Strategic Plan to maximize Union member turnout in November. This plan focuses on direct mail, live phoning and door to door canvassing to identify, persuade and get union members to the voting booth. Elections aren't cheap and to fund the Labor 2016 efforts the Illinois AFL-CIO Executive Board on January 12th passed a measure to levy a special political assessment of \$1 per member to fully implement the Statewide Labor 2016 political plan.

The funds from this special assessment will be placed in the Illinois AFL-CIO Registration and Education Fund, a separate and segregated fund within the Illinois AFL-CIO. The Registration and Education fund is used to educate union members on the positions of candidates running for public office. There are no direct contributions to candidates running for political office made from the IL AFL-CIO Registration and Education Fund. Therefore, General Treasury funds may be used.

We respectfully request that you mail your pledge as soon as possible to: IL AFL-CIO Registration and Education Fund, 534 South Second, Springfield, IL 62701. If you have any questions, please call us at 217-544-4014.

Sincerely,

Michael T. Carrigan
President

Timothy E. Drea
Secretary Treasurer

William Looby
Political Director



Elgin
Community
College

Bright Choice. Bright Future.

Human Resources Philosophy

Richard K. Enyard, PhD, SPHR, SHRM - SCP

January 20, 2016

HR Mission Statement



Elgin
Community
College

Human Resources Philosophy

HR Mission Statement

- > To make ECC an “Employer of Choice”
- > Our mission is to serve as a proactive strategic business partner by providing responsive and timely leadership in the development, implementation, and administration of sound human resource policies, procedures, and programs which support the College’s teaching/training mission.

Human Resources Philosophy

HR Mission Statement

- > The goal is to be responsive to the changing needs of constituents, including employees, management, employee organizations, external groups and other College or state-related entities, while advancing the strategic goals of the College.

HUMAN RESOURCES FUNCTIONAL FOUNDATION

Core Beliefs – Customer Focus

- ❖ We must discover the needs and expectations of our customers.
- ❖ Our processes and services must focus on those needs and expectations by listening attentively and responding appropriately.
- ❖ We must become knowledgeable of our customer needs and provide creative solutions to meet those needs.

Core Beliefs – Customer Focus

- ❖ We must measure how good we are at satisfying our customers.
- ❖ We must continually seek to improve our services and processes by being prompt and courteous in all of our interactions.
- ❖ We must be accessible and create an atmosphere of trust and respect.

Core Beliefs – Quality Service

- ❖ We must provide the right services at the right time.
- ❖ Our services must add value.
- ❖ We must design processes that are easy to use and understand.
- ❖ We must provide services that are complete, reliable and accurate and exceeds customer needs and expectations.

Core Beliefs – Quality Service

- ❖ We must be accountable to our customers by bringing a high level of commitment.
- ❖ We must consistently deliver on our commitments and be a reliable resource.

Core Beliefs – Respect, Trust and Fairness

- ❖ Every person who use our services has the right to be treated with respect.
- ❖ Our processes must be designed to ensure not only that individuals are fairly treated, but that they perceive that they have received “fair treatment.”
- ❖ Our activities and services must promote understanding and relationships based in honesty and trust.

Core Beliefs – Strategic Enhancement

- ❖ Our services must be aligned with the institution's strategic vision.
- ❖ We must support divisions and departments as they seek to achieve their goals and objectives.
- ❖ We must embrace change.
- ❖ We must plan.

Vision

Human Resources will be recognized as a respected, proactive and customer-centered resource – responsive to the changing needs and expectations of the campus community. We will strive to create a work climate that promotes collaboration, informed decision-making, and continuous improvement. We will model integrity and honesty while working to maximize each employee's ability to contribute to the mission of ECC.

The HR Department will be a resource for the campus community and is recognized as a dynamic team of knowledgeable professionals who impact and promote equity and fair human relations throughout the organization.

Strategic Directions

- ❖ Promote and support recruiting strategies and collaborate with departments to create a high performing, diverse workforce.
- ❖ Respond to the needs of the campus community in a helpful, supportive and pro-active manner and provide “quality” services on which the community can rely.
- ❖ Initiate policy reviews as legislative, economic or market conditions affect financial, legal or other operations of the College and respond appropriately, creatively, effectively and timely with policy and procedure changes.

Strategic Directions

- ❖ Develop staff excellence through training and consultation for employees that encourages growth and opportunity and fosters good, open communication and an overall positive work environment for all employees.
- ❖ Equitably and fairly administer College policies, procedures and benefits.

Values

- ✓ Honesty and integrity
- ✓ Professionalism
- ✓ Respect
- ✓ Customer-focused Service
- ✓ Innovation and creativity
- ✓ Open and effective communication – Sharing information in a timely fashion
- ✓ Accurate and reliable information
- ✓ Teamwork
- ✓ Diversity

Affordable Care Act Form 1095-C

- > The Affordable Care Act requires employers to file annual information (1095-C) returns with the IRS and furnish statements to all full-time employees on healthcare plan coverage information beginning in March 2016.
- > Form 1095-C includes employer and employee data as well as payroll and benefits information.
- > If you have health insurance through ECC, Medicaid, Medicare, VA, or other qualifying coverage, all you will need to do is just check a box indicating you have coverage and you are done!
- > During the tax season, taxpayers who have non-Marketplace health insurance (their plan wasn't purchased on healthcare.gov or a state Marketplace) will receive the 1095-C form, confirming you had or were offered coverage. Check them for accuracy and keep for your records.

Affordable Care Act Reporting Work Hour Requirement

- > Time is captured in e-Time and on special pay forms – be mindful to enter the hours worked.
- > Hours of service has been determined for faculty - for each credit/contact hour taught = 2.1 work hours.