

Wednesday, May 17, 2017

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

Call to Order at: 3:35 pm

## ROLL CALL

Name	Div/Term	Name	Div/Term	Name	Div/Term
Luis Martinez, (President)	Pres., 2016-18	Kris Campbell	MSE, end 2018	Diane Flahaven, (2 <sup>nd</sup> VP)	UAF2, 2016- 18
Ellie Swanson	LRIE/A/CEWD, 17-19	Ruby Sanny	CABS, 2016-18	Danielle Straub	UAF2, 2016- 18
Clark Hallpike	SBCT, 2016-18	Pat O'Brien	CABS, 2017-19	Pat Brutchin	UAF2, 2017- 19
Patrick Gordon (1 <sup>st</sup> VP)	SBCT, 2016-18	Dawn Munson	CABS, 2017-19	Steve Wood, (Treasurer)	UAF2, 2017- 19
David Reich	SBCT, 2016-18	Parul Raval	CABS, 2017-19	Tammy Ray	UAF2, 2017- 19
Kimberly Tarver (Secretary)	HP, 2016-18	Dennis Lynch	CABS, 2017-19	Mary Elfring	UAF2, 2017- 19
Karen Taylor	HP*	Open	UAF1	Open	UAF2
Les McTighe	LVPA, 2017-19	Open	UAF1	Open	UAF2
Bill Pelz	LVPA, 2017-19	Open	UAF1	Open	UAF2
Mary O'Sullivan	MSE, 2016-18			Open	UAF2
Janet Whitsitt	MSE, 2016-18			Open	UAF2

\* Michele Brynelsen's term

ABSENT: DAWN MUNSON, DENNIS LYNCH, ADAM BURGESS, RUBY SANNY, ELLIE SWANSON, CLARK HALLPIKE, BILL PELZ, RUBY SANNY

## RECOGNITION OF VISITORS & GUESTS

George Rosa  
Liddy Hope

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

## SECRETARY'S REPORT: KIMBERLY TARVER

APPROVAL OF May 3, 2017 MINUTES- Motion to approve made by Pat O'Brien and seconded by Mary Elfring. The motion passed with 2 abstentions.

ECCFA received a note of appreciation form SWANS for support.

Regarding openings, Luis Martinez asked the senate to consider appointing Liddy Hope to an open UA 2 position. The motion was made by Pat O'Brien and seconded by Mary Elfring. The motion passed.

#### TREASURER'S REPORT: STEVE "WOODY" WOOD

Woody made note that ECCFA recently paid for the luncheon dating back to January 2017. It took some time and effort to get a final invoice. He wanted to make note of the reason for delayed payment.

Savings balance: \$66,000.00 balance does not reflect a recent deposit of \$7098.00. He shared that Dan Kocher will be retiring .Woody explained that the numbers are telling us that income is declining as there are 17 retirees from the membership combined in December 2016 and May 2017. He asks that we are mindful of this with budget planning. Please submit budget requests soon as planning is underway.

Patrick noted that any changes to "Fair Share" may also impact budgeting.

#### PRESIDENT'S REPORT: LUIS MARTINEZ

He met with Dr. Sam briefly. There are questions regarding the status of the Surgical Technology program creating undue stress and burden of responsibility on faculty. Janet noted that local physicians are supportive of the program.

#### 1<sup>ST</sup> VICE PRESIDENT'S REPORT: PATRICK GORDON

They are proof reading the contract; hoping to have completed by the end of June. They may finish tomorrow but it still needs to be formatted. Lisa Gemelli attended the contract training session and noted that lane movement should come through by month's end, although she alluded to a process that involves office coordinators that may delay timing. He is working with Howard Russo to prepare for midterm negotiations. Professional expense reimbursements have been reported.

Regarding optional syllabus template, there is disparity between what is required by the contract and what appears to be required by the template. Faculty should refer to the contract.

Tammy Ray requested an electronic copy of the contract when it is released to the printer to be posted on the ECCFA website.

#### 2<sup>ND</sup> VICE PRESIDENT'S REPORT: DIANE FLAHAVEN

#### 3<sup>RD</sup> VICE PRESIDENT'S REPORT: ADAM BURGESS

Congratulations to Dr. Adam Burgess!

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

Negotiations- included in 1<sup>st</sup> VP report

Grievance- Fire Science matters unable to be resolved due to CHRO status; HR has requested an extension. Ellie Swanson & Howard Russo were elected by the committee to serve as co-chairs.

COPE- Pat O'Brien and Mary O'Sullivan moved to adjourn to COPE. The motion passed. Kim reported follow up meeting with Mike Noland. We made note of lessons learned and future planning for 2019. Additionally, we will begin to work to empower members to support local and state elections. Kim will write a summary of the meeting. Pat O'Brien and Kris Campbell moved to adjourn. The motion passed.

## ELECTIONS & COMMITTEE REQUESTS

1. Michele Brynelsen, Interim Director, requests an additional faculty member to serve on Nursing faculty search committee. Lisa West volunteered.
2. Mark Battista, requests members to serve on Fire Science faculty search. George Rosa and David Reich volunteered.
3. Peggy Heinrich requests faculty to serve on search for new CETL Director position. Most of the search committee work will take place over the summer. Luis will send notice out to faculty to recruit; senators should expect to participate in an electronic vote.

Pat O'Brien and Kris Campbell moved and seconded respectively to approve items 1 & 2 as a consent agenda. The motion passed. Pat O'Brien and Kris Campbell moved and seconded to approve the consent agenda. The motion passed.

Elections- There are too many senators from CABS division. There are 4 seats. Ruby Sanny is in her second year of her term and 4 were elected in the last election. David Reich moved, if Robert's Rules is silent on how to resolve this, the senate requests that the Elections Committee release the CABS voting numbers. Pat O'Brien seconded. The motion passed.

There was discussion on adopting strategies to simplify the elections process.

A motion to approve senators to continue terms: Kris Campbell, Pat Brutchin, Woody, Mary Elfring, Tammy Ray. Agreement to serve terms as follows: Kris Campbell (1 year); Pat Brutchin, Mary Elfring, Tammy Ray, and Woody agreed to serve 2 year terms. Pat O'Brien and David Reich moved and seconded to approve as stated, respectively. The motion passed.

4. Mary Elfring volunteered to serve as UAF2 on the Amendments Committee. Patrick Gordon and Diane Flahaven moved to approve. The motion passed.

## OLD BUSINESS

- ECC Foundation & Golf Outing (Kris Campbell)- Luis received a letter from the Foundation acknowledging joint sponsorship of a hole in collaboration with SSECCA. Kris is seeking volunteers to work the event from 10:00 a.m. to 7:30 p.m. on June 19<sup>th</sup> at the Elgin Country

Club. Kris will send out an email detailing the volunteer needs. She is also seeking donations for raffle baskets and requests assistance. She asks that we patronize and acknowledge businesses that support the Foundation. She also requests we accept donations at the End of Semester Party with the intent the money will be used to purchase items for basket/auction items for the Golf Outing. Liddy Hope and Pat Brutchin have contributions. Future ideas include inviting students and ECC faculty to design invitations and awards. She is hoping to support ideas to showcase faculty. Contact Kris Campbell if you have any ideas! She is also seeking volunteers to golf in a foursome.

- Summer ULI: Interested faculty include Patrick Gordon, David Reich, Liddy Hope, Catherine Incapreo, Adam Burgess, Terri Martin & Baudelaire Ulysse. Applications received from: Marc Hucek (Negotiations), David Reich (Negotiations), Liddy Hope (Union Solution to Student Stress & Trauma), and Baudelaire Ulysse (Union Solution to Student Stress & Trauma). DISCUSSION: The Union Solution to Student Stress is geared to K-12. Faculty are asked to consider other options. Applications need to be submitted next week.
- Reminders: End of Semester Party and Negotiation Team Recognition at Carmina's, Thursday, 4:30 p.m.; ECC Employee Recognition Party, at 2:30 on Thursday. Commencement exercises Saturday.
- Opening Day Reminders: Suggested that we promote ECC support for attending commencement; the college will purchase your regalia or rent your regalia. There is no cost to participate. Transfer ceremony is lightly attended by faculty.

## NEW BUSINESS

- Project Backpack: Motion to approve \$1,000 donation made by Kimberly Tarver. Consider that this item be allocated from the 2017-2018 budget. Kris Campbell also recommend we invite faculty to make contributions to ECCFA with the intention of directing the funds to Project Backpack. Motion passed.
- Request to approve purchase of Pathway to Knowledge Bricks at cost of \$50 each: 1) in memory of Officer Steve Jones, spouse of member Mae Hicks Jones and 2) in memory of Patrick Gordon's father. Discussion- the senate was in agreement that this is appropriate response to bereaved faculty members following loss of parent, partner, or child. Danielle Straub and Tammy Ray moved and seconded respectively. The motion passed with one abstention.
- Elgin Trades Council Representation- Members to attend with Howard Russo. Kris Campbell and Pat Brutchin nominated George Rosa. The motion passed.
- Luis requests assistance to plan the opening day luncheon; menu planning with Maria Terry and Facilities Rental set up. The Building E dining room is reserved. We would like to explore options to reduce costs. Mary Elfring volunteered.
- SSECCA negotiations team lunch: Luis coordinated lunch for the 14 member team; ECCFA received a note of appreciation from SSECCA. Luis submitted receipts to be reimbursed for \$166.24. Danielle Straub & Diane Flahaven moved and seconded to approve the motion respectively. The motion passed. Note: leftovers were donated to a local homeless shelter and a receipt for tax deduction was received.
- New Member Orientation: traditionally held on Friday morning of opening week; we discussed less formal meeting at a location off campus.

- Please review the motion to the Amendments Committee and the draft Financial Procedures included at the end of the agenda.
- Pat O'Brien has collected \$100.00 for Lynette Sculuca as a gift for her contributions on the negotiations team.
- Kris Campbell acknowledged receipt of a thank you note from Kim Tarver.

## DIVISION ISSUES

## ADJOURNMENT

NEXT MEETING: 3:00-5:00 PM, C120

### **Proposed Dates:**

Fall 2017: 8/23, 9/6, 9/20, 10/4, 10/18, 11/1, 11/15, 11/29, 12/13

Spring 2018: 1/17, 1/31, 2/14, 2/28, 3/14, 4/4, 4/18, 5/2, 5/16

## COMMITTEE REPORTS

### **ELECTIONS COMMITTEE REPORT: Tim Anderson**

Senate (Luis Martinez – President, Kim Tarver – Secretary)

LRIE/ESL/ABE – Ellie Swanson

CABS – Pat O'Brien, Dawn Munson, Parul Raval , Dennis Lynch

LVPA – Bill Pelz, Les McTighe

UA1 – Adam Burgess

Elections (Tim Anderson)

Grievance (Ellie Swanson/Howard Russo- chairs)

CABS – Jessica Carpenter

MSE – Kris Campbell

Honors (Jason Kane – chair)

Library – Marge Schildknecht

UA – Adam Burgess

Sick Bank (Ryan Kerr – chair)

CABS – Ryan Kerr

SBCT – Heidi Eaton

HP – David Martin

UA2 – Virginia McHugh-Kurtz

SLAAC (Eric Long – chair)

CABS – Eric Long

SBCT – Laura Haske

HP – Angelika Stachnik

Curriculum (Leticia Starkov – chair)

MSE – Ed Kroll, Donna Garcia, (one additional write-in winner yet to confirm they will serve)

LVPA – Loretta McCallister

Faculty Development (Elizabeth Becker – chair)

CABS – Pat O’Brien, John Mravik

MSE – Miroslav Rezac, (there are 2 additional write-ins winners that have not yet confirmed they will serve)

LVPA – (one write-in winner yet to confirm they will serve)

SBCT – Linda Conniff, Fabio Martinez

HP – Kelly Woyach

UA1 – Jennifer Altman, Laura Meyer

## **ECCFA Endowed Scholarship:**

Gema Atta and Anthony Daddosio are recipients. Gema has earned her associate in arts degree with high honors and is a member of Phi Theta Kappa Honor Society while Anthony has earned his associate in applied science degree in nursing with honors.

## **AMENDMENTS COMMITTEE: Motion received as follows:**

### **Constitution/Bylaws Motion & Rationale**

#### **Short Title: Duties of the Officers of the Senate**

#### **MOTION:**

I, Kimberly Tarver, move that, ARTICLE I. Duties of the Officers of the Senate, Section 6, be amended as follows (in bold):

ARTICLE I. Duties of the Officers of the Senate

Section 6. The Treasurer in cooperation with other officers:

- a. submits ~~a financial report at senate meeting;~~ **monthly financial reports to the Senate;**
- b. prepares a budget and maintains complete financial records of ECCFA;
- c. maintains the organization’s bank accounts;
- d. initiates an annual audit of the organization’s financial record;
- e. pays bills as authorized by the senate;
- f. presents bi-annual financial reports to the general membership; ~~and monthly financial reports to the Senate;~~
- g. **develop, review, and recommend changes to “Financial Management Procedures” as necessary to support the organization’s financial practices and operational controls.**

#### **SUPPORT STATEMENT:**

**The Treasurer has the responsibility to manage finances in a manner that minimizes risk to the organization and ensures procedures are in place to support reasonable internal controls relating to receipt and disbursement of funds. The Treasurer, in cooperation with other officers, should develop “Financial Management Procedures” and inform the Senate of the procedures.**

## **DRAFT Financial Management Procedures**

***The following document is a draft of proposed FINANCIAL MANAGEMENT PROCEDURES. It is suggested others with expertise be consulted to further develop and modify this draft proposal.***

The Elgin Community College Faculty Association (ECCFA), Local 3791 recognizes the responsibility to its membership for the responsible management of its resources.

A. Financial Record Keeping

1. The Treasurer shall be responsible to the Senate for the financial information of ECCFA.
2. The accounting information of ECCFA shall be maintained with generally accepted accounting principles and will include those accounting records, filings, and subsidiary information as required by governmental bodies, funding sources, or normal business practices.
3. Minimum financial reporting will provide a monthly balance sheet, revenue and expenses statement, and statement of cash flows for approval by the Senate at regularly scheduled Senate meetings.

B. Budget

1. The Treasurer, in cooperation with other officers, will prepare an annual budget to be reviewed and approved by the membership annually.
2. As part of the budget process, records will be reviewed for historical trends and future outlook.
3. Operations should then be monitored against the budget on a monthly basis or as needed.

C. Audit

1. The treasurer will facilitate an audit of ECCFA's financial records annually.

D. Cash Controls

1. All banking institutions used by ECCFA will be approved by resolution of the Senate. Authorized signers shall include the Treasurer and the President. Any changes thereof must be approved by resolution of the Senate.
2. Procedures related to the receipt and disbursement of funds will be maintained by the Treasurer in accordance with reasonable internal controls and normal business practices.
3. Expense reimbursement requires expenses to be itemized on the "ECCFA Expense Reimbursement Form."

E. Cash Management and Investments

1. Procedures related to the ongoing monitoring of cash flow and investments will be maintained and reviewed on a monthly basis by the Treasurer.
2. Any non-budgeted expenditure over \$1,000 either by cash, check, or credit card, must have approval of the Senate.
3. Non-budgeted expenditures less than \$1,000 either by cash, check, or credit card, must be made in consultation between the Treasurer and the President with verifiable means of communication and approval.

F. Donations, Contributed Funds and Materials

1. All received funds and materials will be used for only the purpose intended.
2. The acknowledgement and provision of receipts for all contributions, and/or any donations made, will be in accordance with the requirements of authorities for tax deductibility purposes.

G. Other