



Wednesday, February 13, 2019

Senate Meeting Minutes

Name	Div/Term	Name	Div/Term	Name	Div/Term
Kimberly Tarver (President)	Pres., 2018-2020	Kris Campbell	HP/MSE, ends 2018	Diane Flahaven, (2 nd VP)	UAF2, 2018-2020 HP/MSE
Ellie Swanson	LRIE/A/CEWD, 17-19	Ryan Kerr	CABS 2018-2020	Danielle Straub	UAF2, 2018-2020 CABS
Clark Hallpike	SBCT, 2018-2020	Pat O'Brien	CABS, 2017-19	Baudelaire Ulysse	UAF2, 2018-2020 LVPA
Patrick Gordon (1 st VP)	SBCT, 2018-2020	Dawn Munson	CABS, 2017-19	Terri Birch	UAF2 2018-2020 LVPA
George Rosa	SBCT, 2018-2020	Parul Raval	CABS, 2017-19	Tammy Ray	UAF2, 2017-19 SBCT
Mary Arndt (Secretary)	HP/MSE 2018-2020	Susan McGrath (3 rd VP)	UAF1, 2018-2020 HP/MSE	Mary Elfring	UAF2, 2017-19 CABS
Susan Robinson	LVPA, 2017-19* (finish T. Malone's term)	OPEN	UAF1	OPEN	UAF2
Les McTighe	LVPA, 2017-19	OPEN	UAF1	OPEN	UAF2
Luis Martinez	HP/MSE, 2018-2020	OPEN	UAF1	Open	UAF2
Nicole Scherger	HP/MSE, 2018-2020	OPEN	UAF2	Open	UAF2
		OPEN	UAF2	Steve Wood	Treasurer/non-voting

Meeting commenced at 3:20 pm

Absent: Dawn Munson, Susan Robinson, Baudelaire Ulysse.

Steve Wood substituted for George Rosa.

Recognition of Visitors & Guests:

David Davin, Executive Director of Institutional Advancement & ECC Foundation

Fundraising: David said The Foundation is always trying to increase revenue to meet needs of students and the college. He discussed his experience with private fundraising and how he envisioned it could be utilized at ECC.

Assets: Past Foundation director brought assets from 2 to 8 million dollars. He hopes to grow this.

David encouraged faculty to bring ideas to increase assets to The Foundation. He plans to reach out to various groups on campus for additional ideas. There may be things such as surveys and focus groups to facilitate this.

Secretary's Report: Mary Arndt

- Approval of January 9, 2019 minutes. Pat O'Brien moved to approve these minutes. Ryan Kerr seconded. Motion approved with 2 abstentions.
Mary Arndt needs a substitute to take minutes for Wednesday, March 14, 2019, when she will be at an educational conference.

Treasurer's Report: Steve "Woody" Wood

Steve has been debating a great deal with IFT regarding what they say we owe for dues and what we say we owe. Conclusion: IFT was not charging us according to the members we have. We were actually being over charged. Mary Elfring and Kim Tarver and Steve Wood spent a significant amount of time and effort to research information essential to the finding the correct amount of dues to be deducted from ECCFA. Monthly dues are now only \$14,800/mo as opposed what IFT had said which was \$18,800/mo.

President's Report: Kimberly Tarver

1. January 16 Senate meeting was cancelled; Video Conference Meeting was held to discuss COPE (see below)
2. Discussed VPAC remodel with Dr. Sam to minimize impact on schedule
3. Attended U46 Forward Fundraiser
4. IFT Dual Credit Task Force Video Conference; Howard Russo attended; initial stages include research and describe advantages, disadvantages, and biases associated with Dual Credit. Solicited input from ECC Faculty to be synthesized and shared with the task force.
5. Attended Assessment Diaries; well attended; congratulations to faculty presenters and award winners!
6. CHRO Search Process: co-chairs met with interim director of talent acquisition, the committee will convene for the first time on Friday.
7. Clarification of Tenure Committee faculty member representation requests.
8. Board of Trustee Meeting Rescheduled: **February 20, 2019**. Committee of Whole will NOT be rescheduled.
9. **ACTION:** Review Proposed Guidelines Draft, re: Bereavement, Retirement, Support for Job Actions & Union Awareness Activities, and Considerations for Non-Tenured Faculty. See ADDENDUM at end of Agenda. Consider as Old Business at future Senate meeting.
Send comments to Kim Tarver regarding these issues.
10. Google Doc available for sign up to attend Committee of the Whole and Board of Trustee Meetings
11. **ACTION:** Request up to \$2,000 for possible arbitration relating to grievance.

12. **ACTION:** Recommend Ryan Kerr to serve as Communications Chair. Kris Campbell moved to approve Ryan for this position. Luis Martinez seconded. Motion approved with 1 abstention.
13. **ACTION:** Kim Tarver has appointed Michael Marin to serve as Elgin Trades Council Representative; he attended the meeting on 2/11/19.
14. And, my house flooded.... So it's been pretty chaotic! It's just stuff.

1st Vice President's Report: Patrick Gordon
Working on the constituent list at this time.

2nd Vice President's Report: Diane Flahaven
Diane attended the ULI conference this weekend. She discovered that Ellis Swanson has been highly accurate with the method in which she is composing grievances.
IFT discussed the possibility of more openness with information given to constituents during the bargaining process. There are pros and cons to this concept.

3rd Vice President's Report: Susan McGrath
Still struggling with the membership list.

Committee Reports

Membership: Mary Elfring – Process to become a Union Member for UA1 requires attention. Mary, Diane and Susan are working together.

Diane Flahaven and Mary Elfring communicated with HR – Mary used to get a list of new UAF 1s each semester; this does not happen anymore. Mary and Diane are still trying to get a current list from HR. The Instructional Coordinators are getting the lists, why not ECCFA leadership? Kim Tarver will talk to Dr. Sam about this issue.

Negotiations: Patrick Gordon

On Friday, negotiations for the re-opener will start.

Kris Campbell brought up issues with student accommodations and these things need to be clarified. Grievance Committee will discuss how to handle these issues.

Committee Report: Grievance

Members: Ellie Swanson—LRIE/ESL/ABE (co-chair), Kris Campbell—MSE/HP (co-chair), Jessica Carpenter—CABS, George Rosa—SBCT, Diane Flahaven—UAF

Grievance Committee has addressed the following issues since the last report:

- Class length
- Evaluation questions
- Faculty qualifications
- Dual credit issues
- Course capacity discussions
- Discipline matters
- Syllabus requirements

Please contact the Grievance Committee with any questions or concerns.

Respectfully submitted,

Ellie Swanson, Kris Campbell
Grievance Committee co-chairs

Ryan Kerr moved to adjourn to COPE. Mary Elfring seconded. Motion approved.

COPE (Chair: Luis Martinez):

1. Zoom Video Conference Meeting to discuss COPE was held on Wednesday, January 30.
 - a. Consensus to endorse Adriana Barriga-Green
 - b. COPE Funds: \$5,000 donated to Adriana from ECCFA: dedicated for literature, signs and social media.
 - c. Approved \$240 for Truman Dinner Tickets: Luis Martinez, Kim Tarver & Mary Elfring will attend.
 - d. Approved \$150 for Truman Dinner Program Advertisement
 2. Last Day to Register to Vote: March 5
 3. Early Voting: March 18
 4. April 2, 2019 – Election Day.
 5. Adriana Barriga-Green was endorsed by Elgin Trades Council!
 6. Fundraising Event: Early March at Danny's Pizza. Watch for Details!
 7. Adriana4ecc.com Look for her on Facebook & Instagram
 8. Canvass Opportunities: Saturdays 9:45 until 4:00 (Facebook communication for details)
 9. Assistance Needed: Host a Post Card Party, Mailing Event, Canvass on Saturdays, Phone Bank, Calendar Set Up, Attend Forums (Refer to Zip Codes at end of agenda)
 10. Legislative Breakfast (1211) Saturday, March 2, 9:00-11:00 a.m., Stonegate Conference Center, Hoffman Estates. Kim Tarver, Patrick Gordon, Diane Flahaven, Ellie Swanson, and Jessica Carpenter plan to attend.
-

Pat O'Brien moved to adjourn from COPE. Patrick Gordon seconded.

Elections & Committee Requests

1. Wellness Committee (Chair: Teresa Menendez): Liddy Hope has volunteered to serve. Ryan Kerr moved to approve Liddy for the Wellness Committee. Kris Campbell seconded. Motion approved.
2. Tenure Committee Requests as follows: Kris Campbell moved to approve a. – j. below as a consent agenda. Pat O'Brien seconded. Motion approved.
Pat O'Brien moved to approve the faculty listed below in a. – j. to be on these respective tenure committees. Patrick Gordon seconded. Motion approved.
 - a. LaTasha DeHaan (HIS/POS): Antonio Ramirez(IC), Ginger Alms(FC), Tim Kaar(DC)
 - b. Amy Kakkuri (ART): Joel Peck(IC), Susan Robinson(FC), Tim Kaar(DC)
 - c. Marisol Rivera (HIS/POS): Antonio Ramirez(IC), Ignacio Alvarez-Garcia(FC), Alison Douglas(DC)
 - d. Liddy Hope (HS): Joe Rosenfeld(IC), Shawn Maxwell(FC), Dawn Munson(DC)
 - e. Joshua Thusat (ENG): Christina Marrocco(IC), Sara Baker(FC), Jeff Weisman(DC)
 - f. Umberto Tinajero (HVAC): Ranae Ziwicki(DC), George Rosa(FC), Chris Sikora (Sr. Fac.)
 - g. Jessica Woloszyk (NUR): Meena Chacko(FC), Catherine Incapreo(DC), Sara Urban(PD), Heidi Eaton,(*)
 - h. Dominica Blalock (MTH): Nicole Scherger(FC), Catherine Moushon(DC), Greg Wheaton(IC)
 - i. Christopher Cunningham (MTH): Dan Kernler(FC), Chalyce Deterding(DC), Kenny Beynon(IC)
 - j. Daniel Josh (ART): Travis Linville(Sr. Fac.), David Reich(FC), Marc Beth(DC)
3. CETL Advisory Committee: Marge Schildknecht resigned. Stacey Shah has volunteered. Kris Campbell moved to approve Stacy Shah for this committee. Ryan Kerr seconded. Motion approved.

OLD BUSINESS

1. Order T-Shirts: Patrick Gordon willing to call regarding ordering the shirts.
2. Office Computer – still need one for the ECCFA office. Mary Elfring will buy a new one with the funds that were previously approved for this purpose. Thank you to Susan McGrath for donating the printer!

NEW BUSINESS

Foundation Brunch – Kris Campbell has personally donated a case of champagne.

Email from Emily Kies to Kim Tarver – Planning to have a fire drill the week of April 1st. There will be more information to come. Kris Campbell spoke about grants from ICCFA for faculty doing research.

Les McTighe asked where is it documented as to who has met the requirement of the safety training? He wants to tell his constituents. Refer the constituents to Sandy Brown for this information and/or check the ECC transcript to see if the certificate is there.

Dawn Munson was commended for updating the ECCFA bulletin board.

Kim Tarver wrote a letter as to why ECCFA did not contribute to The Foundation this year, (because budget issues due to the Janus decision). Our future is not certain. There used to be more faculty involvement in how the money was used for scholarships. Will reconsider at a later date.

Adjunct members in HPMSE have been told to increase their course capacity (beyond contract limits) upon student request. Grievance is investigating.

DIVISION ISSUES

ANNOUNCEMENTS

1. Research or Workshop Grant Application: ICCFA Dr. Joseph T. Cipfl Award up to \$2500. See attachments. Kris Campbell is asking faculty to help spread the word on this initiative.

ADJOURNMENT at 4:55 pm. Pat O'Brien moved to adjourn. Ryan Kerr seconded. Meeting adjourned.

Senate Meetings for AY 2018-2019: 2/13, 2/27, 3/13, 4/10, 4/24, 5/8

Respectfully submitted: Mary Arndt, ECCFA Secretary

ADDENDUM: Proposed DRAFT Guidelines

****DRAFT****

Bereavement

1. Death of a current ECCFA member, or retiree who was an ECCFA member upon retirement.
 - a. ECCFA will support communication of information to the membership.
 - b. On behalf of ECCFA, the secretary will send a card to family.
 - c. The treasurer will purchase a Pathway to Knowledge Brick. Current pricing:
 - i. Pathway Brick: \$50
 - ii. Outer Circle: \$150
 - iii. Inner Circle: \$200
 - d. If member held ECCFA leadership position, consider:
 - i. Outer circle for former officers
 - ii. Inner circle for ECCFA all other recognized leadership positions
 - e. Funding Options:
 - i. ECCFA Budget Line Item
 - ii. Establish a "Bereavement Fund"
 - i. Solicit contributions in advance
 - ii. Solicit contributions following announcement; excess funds will be donated at the direction of surviving family members, or to the ECCFA Endowed Scholarship
 - iii. Combination of ECCFA Budget and donations
2. Death of Significant Other/Life Partner/Spouse, or Child of current ECCFA member
 - a. Support communication of information to the membership.
 - b. On behalf of ECCFA, send a card to family.
 - c. Purchase a Pathway to Knowledge Brick. Current pricing:
 - i. Pathway Brick: \$50
 - d. Funding Options:
 - i. ECCFA Budget Line Item
 - ii. Establish a "Bereavement Fund"
 - i. Solicit contributions in advance
 - ii. Solicit contributions following announcement; excess funds will be donated at the direction of surviving family members, or to the ECCFA Endowed Scholarship
3. Death of Parent
 - a. Support communication of information to the membership.
 - b. On behalf of ECCFA, send a card to family.

Retirement

Upon retirement from Elgin Community College of all full time and unit adjunct faculty, the ECCFA will take the following actions:

1. ECCFA will support communication of information to the membership.
2. The secretary will send a congratulatory card.
3. ECCFA will not finance retirement parties.

Support for Job Actions & Union Awareness Activities

1. District 509: Unions in Education
 - a. Send letter of support
 - b. Participate in Job Action activities
 - c. Contribute \$100 if union is on strike
 - i. Funding Options: a) ECCFA Budget as there are no legal restrictions, or, b) ECCFA COPE Budget
2. Unions belonging to Elgin Trades Council
 - a. Send letter of support
 - b. Participate in Job Action Activities
3. State of Illinois: Unions in Education
 - a. Send letter of support
4. Union Awareness Activities supported by IFT, AFT, or Elgin Trades Council
 - a. Support communication to the membership of event details
 - b. Solicit volunteers to participate in the event
 - c. Direct funds to support participation as need for expenses associated with travel to activities more than 90 minutes away from ECC.
 - i. Funding Options: a) ECCFA Budget if there are no legal restrictions, or, b) ECCFA COPE Budget

Non-Tenured Faculty Considerations

Given the rigor associated with the tenure process, and potential vulnerability of the non-tenured faculty member, it is recommend that the member refrain from certain activities. In the event of extraordinary circumstances, ECCFA may deviate from these recommendations, however, the potential impact of such should be thoroughly debated and reviewed.

1. Search Committees
2. Instructional Coordinator
3. Tenure Committees
4. ECCFA Senator (?)
5. other

District 509 Zip Codes

Algonquin	60102, 60156
Bartlett	60103, 60133
Burlington	60109
Campton Hills	60119, 60124, 60140, 60174, 60175
Carpentersville	60110
E. Dundee	60118
Elgin	60120, 60121, 60123, 60124
Gilberts	60136
Hampshire	60140
Hanover Park	60133
Lake in the Hills	60102, 60156
Lily Lake	60151, 60175
Pingree Grove	60140
Plato Center	60124
Sleepy Hollow	60118
S. Elgin	60177
St. Charles	60174, 60175
Streamwood	60107
Wasco	60183
Wayne	60184
W. Dundee	60118

Dr. Joseph T Cipfl Faculty **Research or Workshop Grant** Application Information

-THE ILLINOIS COMMUNITY COLLEGE FACULTY ASSOCIATION (ICCFA) WILL AWARD UP TO FOUR \$2,500 GRANTS, NAMED AFTER JOSEPH T CIPFL, FOR FACULTY WORKSHOPS OR FACULTY RESEARCH PROJECTS FOR THE 2019-2020 ACADEMIC YEAR. PLEASE CHOOSE ONE OF THE TWO APPLICATION FORMS ATTACHED IN THE EMAIL FOR THE RESEARCH GRANT OR THE WORKSHOP GRANT.

-Both full-time faculty and part-time faculty are eligible for grant awards.

-Applications must be submitted no later than the midnight of **Friday, April 26, 2019. Please email completed applications to Hong Fei, ICCFA Grants Coordinator, Heartland Community College, Normal, at hong.fei@heartland.edu. Please put in subject line: ICCFA grant application. The format could be **Word® or PDF**. (We had tried the fillable PDF forms with unsatisfactory feedback so that we no longer use it.)**

-Through email, Fei will acknowledge all emailed applications within one business day. If you do not receive a timely acknowledgment, it is important to call or email Fei at **309-438-8677, hong.fei@heartland.edu.**

-The ICCFA Executive Committee will **review grant applications in early May, 2019. Grant winners will be notified soon, during the early half of May. The approved research must be completed between June 1, 2019, and June 1, 2020. The grant funds may be disbursed before June 1, 2019, to support summer 2019 projects.**

-Please answer the Application Form prompts in the order provided. Please **sign with any of the following means: an e-signature, scanning, or a cellphone photo of the signature.**

-Each recipient of a Faculty Research Grant or Faculty Workshop Grant must present their research at the annual ICCCA and ICCFA Joint Conference. Failure to present at either the 2019 or 2020 Conference will require reimbursement of the grant funds. Recipients of the

grants will also be recognized in the conference program. The date for the 2019 conference will be November 14 to 15. The date for the 2020 Conference has not yet been determined.

- Conference speakers must send in an application form before June 14 of the same year. Hong Fei will send email before June and in November to remind of both dates. Please visit <http://www.iccfa.org/> for more information.

- Thank you for considering to apply for the research and workshop grant. Thank you for doing so much for our students.

FAQ FOR THE JOSEPH CIPFL RESEARCH GRANT APPLICATION

1. What measure do you employ to make certain the grant approval process is fair and objective?

A: We will read and vote for the grants in a blind fashion, with name and college removed.

2. If, during the process of research or preparing the workshop, it seems that there is a need for new methodology, personnel or supply, can the fund be used other than specified in the proposal?

A: Yes. It is understood that research is an exploration of an unknown path. Creative work is done when chances present themselves. It is reasonable to want to examine an additional museum archive which the previous research points to, or to perform another experiment which the previous results indicate.

3. Can students be employed by the grant?

A: It has to be cleared by relevant agencies to prevent conflicts such as "double dipping" of school based scholarship funds, for example.

4. Can the stipend be used to supplement summer income in addition to the nine-month salary?

A: Yes.

5. Will multiple applications from the same college, or recipients from the same college in the past decrease the chance to get funded?
A: The applications are considered on merit alone. In other words, applicants are competing with the peers who applied, unrelated to applicant's college or funding history.
6. How many applications do you usually receive?
A: About 20.
7. If not funded, will there be explanation as to how to improve the project?
A: Due to time constraints, we are unable to offer an explanation.
8. Can institutions other than community colleges be partners in the project and be funded?
A: The grant recipients have to be Illinois community college faculty members or jointly received by faculty with administrator, Librarian or technology support personnel.
-
9. Are publication fees allowed?
A: Publications fees for peer reviewed journals are funded. However, research or workshop grant funds may not be used for publication of a book.
10. Why the deadline had changed to a later date (It was usually in early April)?
A: The committee member convene a meeting whenever the ICCB has a board meeting. We would relay the board decisions and our own input to faculty in the form of a minutes, and vote for the grants. Since this year, there is no ICCB meeting in April. We can set a later deadline.

See attached application documents sent in email containing these minutes.