



Wednesday, May 8, 2019

Senate Meeting Minutes

Name	Div/Term	Name	Div/Term	Name	Div/Term
Kimberly Tarver (President)	Pres., 2018-2020	Kris Campbell	HP/MSE, 2018-2020	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	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
Steve Wood	Treasurer (non-voting)	OPEN	UAF2	xxx	xxxx

Recognition of Visitors & Guests: Welcome New Senators! Congratulations to retiring members.

Mike Marin substituting for George Rosa, SBCT.

Secretary's Report: Mary Arndt

- Approval of April 24, 2019 Meeting Minutes
Pat O'Brien moved to approve minutes from 4/24/19. Ryan Kerr seconded. Motion approved with 3 abstentions.
- See Elections Committee Report at end of minutes. Kris Campbell moved to approve election results. Patrick Gordon seconded. Motion approved.

Treasurer's Report: Steve "Woody" Wood

1. Financial Procedures: Refer to Financial Management Procedures at the end of the agenda regarding decisions related to credit union or bank. Note, for our ECCFA accounts: KCTCU has insurance up to \$250,000 (per EACH account) insured by American Share Insurance. They are not federally insured; it is a private insurance company. Read more at <https://americanshare.com/consumer-overview/>

President's Report: Kimberly Tarver

1. Attended Education Task Force by invitation of Representative Karina Villa (Thanks Jessica!): task forces support her committee appointments; Educators from K-12 and 1 from Community College; discussed Dual Credit/AP; 3%/6%... and a list of issues impacting K-12. Next meeting 5/16/19 which Kim Tarver will attend.
2. Discussion with Paula Amenta to identify common issues to partner in legislative advocacy (Dev. Ed., SBDC, Higher Ed Funding, Dual Credit, 3%/6% Cap, Placement)
3. Met with VP Heinrich: LVPA Remodel update; search committee process; financial impact of dual credit; legislative issues; College Night; Building K; leadership updates; Senate calendar upon approval
4. Met with Pres. Sam: interest in Optometry, increasing % of FT faculty, Lobby Day & collaboration, anticipate increase in funding for higher ed, Emeritus Status & rights, Building K.
5. Met with Katie Yee, Talent Acquisition & Compensation to discuss Search Committees
6. Lisa Wiehle gave Kim Tarver CCSE & CCFSE reference LOA regarding institutional surveys.
7. Kim Tarver read information from Senator Dick Durbin regarding the rate of student loan defaults in Illinois. He encouraged students to seek alternatives at community colleges.
8. Talked with Sandi Brown, re: Employee IDs and preferred names, faculty vs. employee template
9. Constitution & Bylaws "Supposals" (Supposals document sent by email to Senate and officers by Kim Tarver). Topic: To divide the 1st Vice President job in two: 1st Vice President and Chair of the Negotiations Committee. Since negotiations tend to go year round (re-openers, etc.), it is being considered to split the roles. Right now, the roles are together in the 1st VP role. Discussion ensued regarding pros and cons of this idea. Process: This recommendation will be given to the Amendments Committee to review. Decision would not be able to be made till fall 2019 where Amendments Committee will bring it back to ECCFA.
10. Recognition & Acknowledgements
11. Pat O'Brien nominated Patrick Gordon for the 1st Vice President position. Kris Campbell seconded. Nomination approved.
12. Kris Campbell nominated Diane Flahaven for the 2nd Vice President position. Luis Martinez seconded. Nomination approved.
13. Mary Elfring nominated Susan McGrath for the 3rd Vice President. Mary Arndt seconded. Nomination approved.

14. Kris Campbell nominated Mary Arndt for the Secretary position. Mary Elfring seconded. Nomination approved.
15. Kris Campbell nominated Steve “Woody” Wood for the Treasurer position. Terri Birch seconded. Nomination approved.

1st Vice President’s Report: Patrick Gordon – Patrick talked to the printer for the ECCFA T-shirts. Cost: \$10 up through XL; \$11 above XL. Patrick working with company on order

2nd Vice President’s Report: Diane Flahaven – Diane went to IEA Adjuncts’ Council. They are facing many of the same issues ECCFA faces regarding getting UAFs involved with union activity. Other schools have FT and UAF are in separate unions which doesn’t help. Counselor issues: other schools doing away with counselors like ECC did. Right now, just discussing these issues. Discussed how SURS is counting teaching time accumulation for retirement – Diane to talk to SURS about specifics.

3rd Vice President’s Report: Susan McGrath – Susan is having trouble getting UAF1s involved. Susan has a completed list of UAF1s from Mary Elfring. KT had ordered IFT materials to help increase membership engagement.

Discussed absentee ballots and email voting to engage more members to vote. Kim Tarver to investigate.

Committee Reports

Negotiations: Patrick Gordon

- The Chair recommends and requests Senate approval to appoint Susan Timm to serve on the team.

Ryan Kerr moved to approve Susan Timm for the Negotiations Committee. Pat O’Brien seconded.

Motion approved.

Negotiations team is continuing to meet on the re-opener. Two more meetings are scheduled.

Grievance: Ellie Swanson & Kris Campbell, Co-Chairs

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:

- Verification of correct disbursement of paper evaluations for those in tenure process
- Dual credit issues—Impact bargaining taking place
- Arbitration over discipline
- Discipline matters
- Supplemental assignment chart negotiations

Please contact the Grievance Committee with any questions or concerns.

Shortage of members on the Grievance Committee – one LVPA and one UA1 positions are open. The committee is asking for Senate approval to ask people to volunteer for open LVPA and UA1 seats. Pat O’Brien moved to approve sending an email to ask for volunteers from any division to fill these 2 open seats. Mary Elfring seconded. Motion approved with one abstention and 2 opposed. Kris Campbell to send an email asking for volunteers.

Elections Committee Report: Tina Ballard, Joyce Fountain, Armando Trejo

- Refer to report at end of the agenda

COPE (Chair: Luis Martinez):

Elections & Committee Requests

1. Elections Committee: A re-run was held to elect UA1 and UA2 Negotiations Committee Representatives. There was 1 write-in candidate for UA1; the candidate declined. There was 1 person on the ballot for UA2; the seat was won by a write-in candidate.
2. Elections
 - a. Seat new senators
 - b. Elect new officers
3. Senate Vacancies: UA2- Mary Elfring volunteered to serve. Voted in by Senate.
4. Patrick Gordon moved to approve Ellie Swanson for the Negotiations Committee. Mary Elfring seconded. Motion approved
5. Committee & Senate Openings: Refer to open seats in the Elections Committee Report at the end of the agenda.
6. Seeking faculty member to serve on HLC Student Success Academy. Volunteers include Liddy Hope, (FT/Human Services) Tammy Ray moved to approve Liddy Hope. Terri Birch seconded. Discussed ensued regarding her current responsibilities while in the tenure process. Motion did not pass. The position remains open.
7. Seeking 3-4 volunteers to assist with ECCFA Financial Review (sort of a mini-audit). Target completion date by end of July.

OLD BUSINESS

Kim Tarver thanked Senators for completing engagement cards (requested at last meeting). Kim has more for anyone who needs them. Send completed cards to Kim Tarver's office. Senators were able to get several cards completed and submitted so far.

NEW BUSINESS

1. Request approval of 2019-2020 Senate Meeting Schedule:
 - FALL 2019
Aug 14, Aug 28, Sept 11, Sept 25, Oct 9, Oct 23, Nov 6, Nov 20, Dec 4
 - SPRING 2020
Jan 8, Jan 22, Feb 5, Feb 19, Mar 4, Mar 18, Apr 1, Apr 15, Apr 29, May 13

Ryan Kerr moved to approve the Senate Meeting Schedule for fall 2019/spring 2020. Mary Elfring seconded. Dates were approved.
2. Facilities Rental & Opening Day Luncheons- Michele Brynelsen has reserved the Dining Room through January, 2022. Volunteer is needed to coordinate menu with Simeon Perry for fall 2019.

3. Summer ULI: The following members request consideration- Kimberly Tarver (FT/HP) & Jessica Carpenter (FT/CABS/PSYCH), Becoming a More Effective Trainer & Presenter. Ellie Swanson (FT/LRIE), Carissa Miller (FT/CABS/ENG) & Jessica Marshall (UA2/ENG), Union Leadership Skills. George Rosa (FT/SBCT), Dawn Munson (FT/CABS/ECE), Susan McGrath (UA1) & Baudelaire Ulysse (UA2/LVPA/HUM), Introduction to Negotiations & Contract Campaigns
TOTAL COST if all candidates attend = \$7160
Kim Tarver distributed written comments by those asking to attend.
Steve Wood feels we can absorb this cost in our budget. Patrick Gordon moved to approve the above volunteers for the Summer ULI meetings. Mary Elfring seconded. Motion approved.
4. Kris Campbell: The HLC Success Academy Team – Currently looking to identify administrative policy and procedures than might be hindering student success.
5. Kris Campbell – After discussion student evaluation of instruction with administration, she and the administration agreed she will manage the TSLD meeting and address the topic of student evaluations. Looking to see how we can replace the current evaluation tool with something more meaningful.
6. Patrick Gordon – Asked Senate if it would be a good idea to have a statement in the constitution that we can override the constitution until the next general member meeting. Discussion ensued. No action taken.
7. Dawn Munson - Grades are due on the Monday following the last day of the class. Concerns about inconsistency with this policy. Action: If there is a concern with inconsistency, send the original email from the dean to Kris Campbell for the Grievance Committee to examine.
8. Ryan Kerr – Writing tutoring is being cut, being referred to The Write Place. Ryan to send a summary of these activities to Kim Tarver; she will discuss with VP Peggy Heinrich.
9. Susan Robinson working on the pet theme for Employee Retirement Reception.

Considerations for Senate include budget, course information and questions stated below. Candidate responses were shared with Senators.

Union Leadership Skills: This program helps develop the leadership skills and knowledge needed to support your local.

Introduction to Negotiations & Contract Campaigns: This course is open only to those with no experience or who are involved in their first bargaining situation.

Becoming a More Effective Trainer & Presenter: A large part of being an active union member is communicating your local union's ideas and programs to others, how to lead interactive conversations with both allies and critics, and how to organize presentations so that the message you want to communicate is indeed the message that is received.

- a. What specific goals are addressed by this member attending?
- b. What activities will member undertake following attendance?
- c. What support is needed to implement training information?
- d. Does training meet needs of the member?
- e. Does the member demonstrate skills/pre-requisites recommended?
- f. Does the member have the ability to attend all sessions?

DIVISION ISSUES

ANNOUNCEMENTS

1. End of Semester Party at Carmina's, immediately following Employee Reception. Dr. Sam & Dr. Heinrich agreed to contribute to expenses. Donations for Project Back Pack will be collected by Tammy Ray.

2. ECCFA NEGOTIATIONS SURVEY: <https://forms.gle/8g8YUxNE3SMJey7aA> Please complete by May 22 so we can begin our work. Electronic copy of the contract is available at <http://eccfaculty.org/contract/index.html>
3. Congratulations to retiring faculty: Michele Brynelsen (FT/Nursing), Karen Friedberg (FT/Nursing), Mark Kuntz (UAF/Geology), Kathleen Wilson (UAF/English), Liz McNulty (FT/ESL)

ADJOURNMENT

Ryan Kerr moved to adjourn. Mary Arndt seconded. Meeting adjourned at 4:55 pm.

Senate Meetings for AY 2019-2020 (pending approval)

FALL 2019

Aug 14, Aug 28, Sept 11, Sept 25, Oct 9, Oct 23, Nov 6, Nov 20, Dec 4

SPRING 2020

Jan 8, Jan 22, Feb 5, Feb 19, Mar 4, Marc 18, Apr 1, Apr 15, Apr 29, May 13

ADDENDUM: Financial Management Procedures

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/Financial Review

1. The treasurer will facilitate an audit/financial review 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.

Committee Reports

Elections Committee Report: results of regular and re-run elections

SENATE

Name	Division	VACANCIES
Pat O'Brien	(CABS)	UA1- 3 vacancies
Ruby Sanny	(CABS)	UA2- 6 vacancies
Ellie Swanson	(LRIE/ABE/ESL)	
Susan Robinson	(LVPA)	Manuel Salgado (CABS)
Les McTighe	(LVPA)	Lisette Prince (UA2)
Tammy Ray	(UA2)	

SLAAC (Assessment)

Name	Division
Eric Long	CABS
Nicholas Uscila	CABS
Abigail Bailey	HP/MSE
Cathy Incapreo	HP/MSE
Laura Haske	SBCT

FACULTY DEVELOPMENT

Name	Division	VACANCIES
Pat O'Brien	CABS	FT LVPA
Eric Long	CABS	UA- 2 vacancies
Roda Ryan	HP/MSE	
Elizabeth Becker	HP/MSE	
Linda Conniff	SBCT	

CURRICULUM

Name	Division	VACANCIES
Joe Rosenfeld	CABS	FT or UA ABE/ESL
Manuel Salgado	CABS	FT or UA LVPA
Donna Garcia	HP/MSE	FT or UA SBCT- 3 vacancies
Ed Kroll	HP/MSE	
Nannette Dukes	HP/MSE	
Marc Beth	LVPA	

SICK BANK

Name	Division	VACANCIES
Nick Obradovich	CABS	UA1
Catherine Moushon	HP/MSE	
Javier Coronado-Aliegro	LVPA	
Heidi Eaton	SBCT	
Blythe Burren	UA2	

GRIEVANCE

Name	Division	VACANCIES
Tim Anderson	CABS	FT LVPA
Kris Campbell	HP/MSE	UA1

HONORS

Name	Division
Beth Hultman	LRIE/ABE/ESL

NEGOTIATIONS

Name	Division	VACANCIES
Dawn Munson	CABS	FT
David Reich	SBCT	LRIE/ABE/ESL
Baudelaire Ulysse	UA2	FT LVPA
Mary Arndt	HP/MSE	UA1

New Business: Supposals (Kimberly Tarver)

The following "SUPPOSALS" are submitted to the Senate for discussion and consideration to clarify and redefine the role of the 1st VP and to create a new and separate position of Negotiations Chair.

Constitution Article V. Officers & Staff

Section 1. There are six officers (President, First Vice-president, Second Vice-president, Third Vice-president, Secretary, and Treasurer), **a Negotiations Chair**, a Communications Liaison, a *Sentinel* editor, a Membership Coordinator, a Webmaster, Volunteer Coordinator, and a Parliamentarian, all of whom must be full members of ECCFA.

Constitution Article V. Officers & Staff

Section 3. The First Vice-president is a Senator from the full-time faculty. The Second Vice-president is a Senator from the Unit Adjunct Faculty II. The Third Vice-president is a Senator from either the Unit Adjunct Faculty I or the Unit adjunct Faculty II if no UAF1 is available. The Secretary is a full member of the ECCFA. The Treasurer is a full member of the ECCFA. The First Vice-president, Second Vice-president, Third Vice-president, Secretary, and Treasurer are elected to one-year terms by a plurality of the Senators present and voting. They are seated immediately after their election. **The Negotiations Chair is a member of the full-time faculty and is elected by a plurality of the Senate to a term that coincides with negotiating a new contract until a new chair is elected based on contract negotiation timing.**

Constitution Article VIII. Committees. Section 3.

Negotiation Committee: At the request of the ~~First Vice~~ President, a **Negotiation Chair and a** negotiation committee will be elected. The negotiating committee will serve until a new committee is elected. Membership of the Negotiation Committee will consist of, but not be limited to the following: **Negotiations Chair**, First VP as ~~chair~~, Second VP, Third VP, the Communications Liaison, one member elected from each division, and any other person the Senate deems necessary.

Bylaws Article I. Duties of the Officers of the Senate. Section 2.

The First Vice-President

- a. performs duties of the President when the President cannot attend an Association, Senate, or other meeting;
- ~~b. initiates faculty activity for contract negotiations in ample time for negotiations to take place;~~
- c. facilitates the distribution of information and materials to Fulltime Faculty members;
- d. prepares constituent lists for all Fulltime Faculty senators.
- e. coordinates member engagement activities to include, advocacy, organizing, mobilizing, and recruiting.**
- f. provides union leadership and professional development.**

Support Statement:

Expanding the role of the 1st VP addresses a deficiency in the critical functions of Membership Advocacy and Mobilization. IFT Union Leadership Institute's professional development modules for Union Leadership Skills and Worksite Leader Training both address the importance of these functions in labor organizations and are identified as, "keys to success." Additionally, discussions with external and internal union leaders, and with ECCFA members, data from the former "visioning task force," and past surveys, reinforce the need to establish leadership and accountability for these functions. These functions include: advocacy and member representation, organizing, mobilizing, recruitment, and to provide internal leadership and professional development to union leaders and members to equip and empower members.

Further, the Negotiations Chair serves a vital role with high time and energy demands. Separating the function of Negotiations Chair from the First VP affords the Negotiations Chair the time and commitment required to be effective without the additional demands of the First VP. This supposal creates an opportunity for the First VP to assume a leadership role over vital functions under the umbrella of Membership Advocacy and Mobilization.