

September 2, 2020

Senate Meeting Minutes

Name	Div/Term	Name	Div/Term	Name	Div/Term
Kimberly Tarver (President)	Pres., 2020-2022	Kris Campbell (Parliamentarian, Grievance Co-Chair)	HP/MSE, 2020-2022	Danielle Straub	UAF2, CABS, 2020-2022
Ellie Swanson (1 st VP, Sentinel Team)	LRIE/A/CEWD, 2019-2021	Jessica Carpenter (Social Media Coordinator)	CABS, 2020-2022	Baudelaire Ulysse,	UAF2, LVPA, 2020-2022
Len Fitzpatrick	SBCT, 2020-2022	Pat O'Brien	CABS, 2019-2021	Terri Birch (2 nd VP, Membership)	UAF2, LVPA, 2020-2022
Patrick Gordon (COPE Chair)	SBCT, 2020-2022	Ruby Sanny	CABS, 2019-2021	Tammy Ray (Webmaster)	UAF2, SBCT, 2019-2021
Clark Hallpike	SBCT, 2020-2022	Manuel Salgado	CABS, 2019-2021	Diane Flahaven	UAF2, HP/MSE, 2020-2022
Mary Arndt (Secretary)	HP/MSE 2020-2022	Greg Wheaton	HPMSE, 2020-2022	Kate Thommes	UAF2, ABEC, 2019-2021
Susan Robinson	LVPA, 2019-2021	Susan McGrath	UAF2, HP/MSE 2020-2022	Daniel Hernandez (3 rd VP)	UAF2, HP/MSE, 2020-2022
Les McTighe	LVPA, 2019-2021	Mae Hicks-Jones	UAF1, SBCT, 2020 - 2022	Jeffrey LaRocque	UAF2, LVPA, 2020-2022
Luis Martinez (Chief Negotiator)	HP/MSE, 2020-2022	Robert Long	UAF1, LVPA, 2020-2022	Janice Petit- Sollenberger	UAF2, LVPA, 2020-2022
Steve Wood (Treasurer)	NON-VOTING 2020- 2022	Amanda Smothers	UAF1, CABS, 2020-2022	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	OPEN	UAF1	OPEN (M. Elfring Retired)	UAF2, 2019-2021

Recognition of Visitors & Guests: Nazneen Hashmi, Adriana Barriga-Green, Ryan Kerr, T.J. Latto and Dawn Munson

Absent: Robert Long, Pat O'Brien, Steve Wood

ANNOUNCEMENTS:

FACULTY ARE ENCOURAGED TO ATTEND BOARD OF TRUSTEE MEETINGS. STAY INFORMED! YOUR PRESENCE MATTERS! (SEE EMAIL FROM ALISON DOUGLAS TO SIGN UP).

- **BOARD OF TRUSTEES (BOT) MEETING, TUESDAY, SEPTEMBER 15 AT 6:30 PM, SEIGLE AUDITORIUM AND VIA VIRTUAL ATTENDANCE**
- **BOT COMMITTEE OF THE WHOLE MEETING, MONDAY, SEPTEMBER 14 AT 3:00 PM**
- **THERE WILL BE A SPECIAL BOT MEETING ON 9/9/20. ALL ARE ENCOURAGED TO ATTEND VIRTUALLY.**

Secretary's Report: Mary Arndt

- Approval of August 19, 2020 Minutes
Jessica Carpenter moved to approve these minutes. Luis Martinez seconded. Motion approved with one abstention.

Treasurer's Report: Steve "Woody" Wood

Steve Wood was not present and no report was shared.

President's Report: Kimberly Tarver

- Attending Negotiations meetings (Team and Table)
- Hosted New Member Orientation, Instructional Coordinator, Tenure & Evaluation Orientation meeting
- Coordinating with Woody & Terri to notify HR of dues eligibility status
- Attend Safety Committee meetings and forward faculty concerns
- Coordinating with League of Women Voters & IFT to host Fair Tax Information Event for members and their families, Tuesday, September 15 at 3:30 via Zoom.
- Fielding questions related to MOU, notice of faculty appointment, etc.
- Meetings/discussions with VP TLSD & CHRO

1st Vice President's Report: Ellie Swanson

- Fielded questions from faculty on various topics.
- Multiple/emails/zoom meetings/phone calls regarding the current situation and faculty needs.
- Participated in negotiations for spring MOU and fall MOU.
- Participated in team meetings and table negotiations for current contract negotiations.
- Participated in safety committee meetings.
- Conducted faculty tenure orientation meeting jointly with ECCFA President.
- Participated in ECCFA orientation for new faculty.
- Participated in ECCFA instructional coordinator meeting.
- Participated in multiple meetings with VP TLSD and CHRO regarding multiple issues, e.g. specific online course development issues (many); campus safety; support for teaching online; class cancellations; streamlining of travel reimbursements; stipend issues; IT issues; and more.
- Approved several requests for excess load, mostly in Health Professions.

2nd Vice President's Report: Terri Birch No report.

3rd Vice President's Report: Daniel Hernandez No report.

Committee Reports

Negotiations: Luis Martinez

The committee has been meeting. Luiz requested for all who can to be present at Committee of the Whole and BOT meetings.

Grievance: Co-Chairs: Tim Anderson & Kris Campbell

Addressing issues regarding hybrid classes, labs, and pay.

Patrick Gordon moved to adjourn to COPE. Tammy Ray seconded. Motion approved.

COPE: Chair, Patrick Gordon

- We have received Fair Tax promotional materials including 100 window clings & 100 buttons; 100 yard signs are expected soon. Email Kate for signs @ kthommes@elgin.edu; Email Kim for clings & buttons @ ktarver@elgin.edu
- Discussion: Nazneen Hashmi
Nazneen Hashmi visited the meeting. She introduced herself to the meeting participants. She has been in the Elgin area for 30 years. Nazneen expressed her passion for helping the community. She answered pre-written questions presented by Patrick Gordon, as well as questions from other members of the Senate.
- Discussion: Adriana Barriga-Green
Adriana Barriga-Green visited the meeting. She introduced herself to the meeting participants. She has taught for 22 years in the U-46 school district, and has lived in the area all her life. She expressed how much she learned when she ran for office last time, and is looking forward to trying again. She answered pre-written questions presented by Patrick Gordon, as well as questions from other members of the Senate.

Patrick Gordon is working on inviting Donna Redmer and Jeffrey Meyer to visit a Senate meeting.

Tammy Ray moved to adjourn from COPE. Luis Martinez seconded. Motion approved.

Elections & Committee Requests

1. Senate has 1 opening for UA1 and 1 for UA2. Volunteers include TJ Latto (UA2)
Kris Campbell moved to approve TJ Latto as a UA2 Senator. Luis Martinez seconded. Motion approved.
2. Faculty Development Committee Openings
 - a. Health Professions/MSE has 2 openings
 - b. ~~LVPA has 1 opening~~ NOTICE: Janice Petit-Sollenberger was elected by her division.
 - c. UAF has 3 openings
 - d. CABS has 1 opening
3. SLACC Openings
 - a. ~~LVPA has 1 opening~~: NOTICE: Loretta Mielcarek was elected by her division.
 - b. HPMSE has 1 opening
4. Curriculum Committee Opening
 - a. HPMSE has 1 opening

OLD BUSINESS

NEW BUSINESS

1. Email (Jessica Carpenter)
Jessica moved to discuss email communications by ECCFA. Luis Martinez seconded.
Issue: Sometimes it is difficult to identify who is sending emails about various topics of interest. Senders need to identify themselves more clearly so people know what position the person holds at the college. Discussed if there should be consistent branding of the emails that Senate can recommend.
Kris Campbell moved to lay the issue on the table. Patrick Gordon seconded. Motion approved.
2. Kim Tarver is asking the Senate to read the Parliamentarian report before next meeting. It will be discussed under New Business. This report is attached at the end of these meeting minutes.

3. Gender Management Task Force – there should be a choice for names in D2L next semester, allowing student to have a preferred name. The Task Force will be looking to see this is carried through.
4. Len Fitzpatrick: concerned about cleaning in his automotive lab – little or no additional cleaning has been done. Wondering about other areas to see if this is a departmental or systemic problem.
A recent positive covid-19 case wasn't communicated as to where it happened and if cleaning was done. Kim Tarver will bring these issues to the Safety Committee and Peggy Heinrich. Copy Kim Tarver on any communications with any deans regarding these matters.

DIVISION ISSUES

ADJOURNMENT

Kris Campbell moved to adjourn. Luis Martinez seconded. Meeting adjourned.

ECCFA Senate Meeting Schedule: 3:15-4:45 p.m., September 16, September 30, October 14, October 28, November 11, November 25, December 9; 2021 January 13, January 27, February 10, February 24, March 10, April 7, April 21, May 5, May 10

COMMITTEE REPORTS:

ECC Safety Committee Report (Faculty Rep, Dawn Munson)

Plexiglass-Discussion was held about new plexiglass placed throughout campus. It was mentioned that it is not required for employees to stay behind the glass. It is there for safety. Also, it was specifically asked if temperature checkers are supposed to be behind the glass. Emily Kies said that the checkers are outside contractors.

Masks-A committee member mentioned that some employees are not wearing masks properly on campus. It was stated that this would be explored.

Water/Room Air-Air is being monitored regularly. Water is being monitored also but probably not at the level faculty would expect. This was brought to the attention of the committee as an area to explore before we return to campus.

Temperature Checks-Individuals that are turned away are given a nondescript, small piece of paper with confusing messaging. Rebecca Walker suggested more clear information be provided. Emily Kies stated that they were done "on the fly" and provided enough information. It was requested that the paper be made more official including our logo and easy to see phone numbers. Kim Tarver has the paper if anyone would like to see it.

Goggles-The difference between safety goggles and ppe protection for eyes was discussed. Currently, faculty are being provided with safety goggles when they request ppe. Emily Kies stated the faculty should list what they prefer on the ppe form.

It was mentioned several times that the safety committee is not a COVID committee. Also, issues brought to the committee are often given a defensive answer by Emily Kies. This can be frustrating from the faculty perspective but issues will continue to be brought to the committee.

Please email Dawn Munson with concerns and they will be sent to the entire safety committee for attention.

Dawn S. Munson

We follow Robert's Rules of Order 11th edition as dictated by Article X of the ECCFA constitution.

1. Special motions (aka how to ask questions or raise challenges properly)
 - a. Point of Order - any Senator can call a point of order and it requires no second. This is used when something is happening that is in violation of parliamentary procedure and it takes precedence over any current discussion.
 - b. Point of Inquiry/Request for Information - any Senator can call a point of inquiry and it requires no second. This is addressed to the President and is used if you are unsure of what you are supposed to do or what the proper procedure is in any given situation. It takes precedence over any current discussion.
2. There should be no discussion among the members of the Senate without a motion on the floor. Motions can include a proposed course of action or simply a motion to open discussion.
 - a. Officers (President, VPs, Treasurer, Secretary) cannot make any motions during their reports but can make a request/invite someone else to make a motion.
 - b. Committee chairs or designated representatives reporting to the Senate can make motions during their report time.
 - c. Any Senator can make a motion at any point in the Senate meeting as long as there is not currently a motion on the floor and the floor does not currently belong to someone else (such as during a report) unless the person speaking has made the invitation to make a motion.
 - d. Members of the bargaining unit who attend Senate meetings cannot make motions - they should communicate with one of the Senators if there is something they want brought to the floor.
3. For a motion to be considered on the floor:
 - a. A member of the Senate makes a motion (the President and the Treasurer are not Senators and so cannot make motions).
 - b. The motion needs a second to move forward. If no second is made, the motion dies on the floor without discussion. Any Senator can second any motion that they themselves did not make.
 - c. Once a motion is made and seconded, it requires an affirmative vote (a simple majority) to move forward. If a motion fails to meet this threshold, it is dead on the floor and the Senate moves on.
4. Motion to discuss:
 - a. Needs to be made, seconded, and a simple majority affirmative vote to open discussion.
 - b. Discussion is restricted to actions. Any attacks on motivations, personalities, or integrity of members of the Senate or members of the bargaining unit are out of order and subject to disciplinary action by the Senate.
 - c. Each member of the Senate has an opportunity to speak once on the motion. No one has to speak if they don't want to or if they have nothing new to contribute to the discussion. Members should only speak if they have something to say that has not already been said. Members who speak only to repeat what has already been said are out of order.
 - d. Once each member has had the opportunity to speak the first time through, everybody gets a chance to respond to the comments following the same guidelines as (b).
 - e. No cross talk or table talk is allowed (no back and forth between Senators). All comments are directed to the President rather than individual Senators. If you have an overwhelming need to

address a comment made by another Senator, you must request permission from the President to do so. The President decides whether or not this will be allowed in each situation.

- f. If anyone thinks more discussion than this is needed, it requires a two-thirds affirmative vote by Senators to extend debate.
5. A motion requesting an action by the Senate requires a second before discussion begins. Discussion follows (b)-(e) in (3). Once two rounds of discussion have taken place, one of the following must occur:
- a. A $\frac{2}{3}$ affirmative vote to extend debate
 - b. A “call the question” to end debate requires a $\frac{2}{3}$ affirmative vote to end debate (the Parliamentarian thanks Senator Salgado for pointing out our improper use of this by the Senate in the past).
 - c. A motion to lay on the table - must be seconded, is not debatable, and requires a simple majority to affirm.
 - d. A vote to either adopt or reject the motion. A basic rule of thumb (there are exceptions, but RONR is 716 pages long and this is meant to be a short primer for people) is that new actions require a simple majority and overturning or modifying previous decisions require a $\frac{2}{3}$ affirmative vote.
6. Business that the Senate can conduct through email rather than at a regular meeting is detailed in Article V Section 15 of the ECCFA Bylaws in the constitution:
- a. the communication of official ECCFA/Senate business.
 - b. the casting of votes regarding official Senate business.
 - c. the nomination of ECCFA members to positions of service.

Proposals for consideration and discussion of Senate business other than these are restricted to regular Senate meetings or they are out of order. Communication of Senate business should come through the ECCFA officers (President, VPs, Secretary, and Treasurer).

7. If any Senator or member of the bargaining unit wishes to level charges of misconduct or abuse of power against any Senator or officer of the Senate, there is a proper process to be followed. Disciplinary charges can result in censure, a fine, removal from office, or expulsion from the ECCFA. There are two categories of offense - those that occur within Senate meetings and those that occur outside of Senate meetings.
- a. If misconduct occurs in a Senate meeting, any member can make a motion to call the member to order. If the conduct continues, the President can issue a warning to the member to follow the code of conduct. If the warning is ignored, the member can be removed from the meeting. If immediate action isn't taken, the process is the same as if the misconduct occurred outside a meeting. Such things that a member can be called to order on include:
 - i. Repeated failure to follow parliamentary procedure.
 - ii. Failure to address comments and questions through the President.
 - iii. Comments that attack the integrity, motives, or personality of members rather than addressing actions.
 - b. Because a member may not be found guilty of the charges leveled, no public discussion or public accusations are made until a proper investigation has been conducted. Failure to follow this is, in itself, a disciplinary offense. All charges should be leveled in a closed session of the Senate to preserve confidentiality and should not include any names or details beyond the bare minimum necessary to convey the charges.

- c. When charges are leveled, a judiciary committee is formed to investigate the charges. This investigation includes, at a minimum, interviews and evidence gathering from both the accuser(s) and the accused.
- d. The judicial committee submits a report with their findings in a closed session of the Senate wherein they either find no cause to move forward or else a call to hold a trial. Details will be laid out for trials by the Parliamentarian should we come to that.