

ATTENDANCE

	Name	Div/Term		Name	Div/Term		Name	Div/Term
✓	Lori Clark (President)	2022-2024	✓	Margaret (Peggy) LeMoyne	HP/MSE 2022-2024	✓	Diane Flahaven	UAF2, HP/MSE 2022-2024
✓	Stacey Shah (1st VP)	2022-2024	✓	Chris Cunningham (Parliamentarian)	HP/MSE 2022-2024	✓	Tara Latto	UAF2, HP/MSE 2022-2024
—	Jessica Carpenter (Social Media Coordinator) - Spring 2023 Sabbatical	CABS 2022-2024	✓	Luis Martinez	HP/MSE 2022-2024	✓	Terri Birch (2 nd VP, Membership)	UAF2, LVPA 2022-2024
✓	Ryan Kerr (Chief Negotiator)	CABS 2021-2023	✓	Kimberly Tarver	HP/MSE 2022-2024	✓	Jeffrey LaRocque	UAF2, LVPA 2021-2023
✓	Ruby Sanny	CABS 2021-2023		VACANT	HP/MSE	✓	Janice Petit- Sollenberger	UAF2, LVPA 2022-2024
✓	Len Fitzpatrick	SBCT 2022-2024	✓	Les McTighe	LVPA 2021-2023	✓	Tammy Ray (Webmaster)	UAF2, SBCT 2021-2023
✓	Patrick Gordon	SBCT 2022-2024	✓	Susan Robinson	LVPA 2021-2023	✓	Jason Walczak	UAF2, SBCT 2022-2024
✓	Clark Hallpike	SBCT 2022-2024	✓	Steve Wood (Treasurer)	NON-VOTI NG 2022- 2024	✓	Lisa Del Giudice	UAF1 2021-2023
	VACANT	SBCT	✓	Laura Haske (Secretary)	NON-VOTI NG 01/2021	✓	Janice Amos	UAF1, LVPA 2021-2023

Member Guests: Dawn Munson, Cathy Incapreo, Joy Krispin, Kris Campbell, Amy Brandolino, Bob Long, Kathleen DeMars, Jessica Woloszyk, Dee Mallie, Liddy Hope, Mia Hardy, Beth Hultman, John Mravik, Sharon Baker

Visitors: Catherine Mayer, Noah Rehberg

1. ANNOUNCEMENTS

- a. Foundation Mini-Grants. Noah Rehberg, Manager of Annual Giving, and Catherine Mayer, Director of Grants Research & Development, discussed the mini-grants available through the Foundation. These grants are available to faculty, up to \$2,500, for projects that benefit

students. The application can be found [here](#). Catherine (cmayer@elgin.edu) is a resource for faculty seeking all types of grants.

- b. Achieving the Dream Coaches Visit. Faculty are invited to participate in this event. It will be Tuesday, April 25, from 10:00 am - 11:00 am.
- a. Equitable Tenure Support Series. This three part series is available on the following schedule:
 - i. Friday, February 10, 10:00-12:30--Virtual. Part 1: Practices for Reducing the Influence of Bias on the Tenure Review Process
 - ii. Friday, March 17, 10:00-12:30—Virtual. Part 2: Guidelines for Shifting from Gatekeeping to Stewardship in the Tenure Review
 - iii. Friday, April 21, 10:00-12:30—Virtual. Part 3: Skills for Supporting Faculty Through the Tenure Review Process
- b. PACE Survey. Faculty should have received an email with a link to the PACE survey. The deadline is approaching. Please use the survey to provide feedback to the college about the work environment.
- c. Board of Trustee Meetings. The ECCFA membership is encouraged to attend Board of Trustee meetings. To help ECCFA track membership attendance at these meetings, please sign up using [this form](#). The days, times, and locations of upcoming meetings can be found here: [ECC Board of Trustees](#).
- d. ECCFA Openings. ECCFA has openings for a volunteer coordinator and a third vice president.

2. APPROVAL OF MINUTES

- a. Terri moved to approve the minutes from the January 25, 2023, meeting. Stacey seconded. The motion carried.

3. TREASURER'S REPORT: STEVE "WOODY" WOOD

- a. The treasurer provide an income and expense update from the last report.

4. PRESIDENT'S REPORT: LORI CLARK

- a. Attended: Safety Committee meeting, Negotiations—Full Contract, Grievance Committee meeting, meeting with Tyler Roeger about IC training, meeting with VP/CHRO (topics: student repeaters, supplemental chart, and adjunct onboarding), meeting with Dr. Sam (topics: enrollment, fitness center fees, and course substitutions).
- b. Onboarding Process. Lori explained that HR is going to be working on improving the onboarding process so HR work does not fall to instructional coordinators.
- c. Fitness Center Fees. Luis asked Lori to talk with administration about why faculty need to get a new fitness center card each semester when faculty have identification cards issued by the college. Lori will look into this.

d. 1st Vice President's Report: Stacey Shah

- i. Attended: VP/CHRO meeting with Lori (topics: data collection, fitness center, KCT agreement), IC Support meeting, and Full Contract Negotiations.
- ii. Activities: approved overloads, sent out FT faculty constituents list, and passed out ECCFA buttons.

b. 2nd Vice President's Report: Terri Birch

- i. Attended: negotiations, SSI, Assessment Cohort, and ICCFA meeting.
- ii. Activities: email, approved overloads, put up ECCFA unity posters, passed out buttons, and put buttons in adjunct office.

5. COMMITTEE REPORTS

a. Negotiations: Ryan Kerr

- i. Negotiating Status. All sides have completed passing requests. The administration has provided a first response on nearly every request, including salary. Things are moving forward. The negotiations team is hopeful that a contract will be in place in the upcoming weeks - maybe by spring break.
- ii. Buttons & Signs. Thanks for showing support and solidarity by wearing buttons and displaying signs.
- iii. Freezing Steps and Lanes. Until the new contract is finalized, faculty should be in the same step and lane as they were in 2022. Ryan was asked if there would be retroactive recognition if a new contract is signed. That has been the practice in the past.
- iv. New Contract Availability. Will faculty have a chance to read and provide feedback on the contract offer? Senate needs to discuss this and provide guidance.

6. ELECTIONS & COMMITTEE REQUESTS

a. Elections

- i. CRSS/CPRS Instructor Search Committee
 - 1. Volunteers:
 - a. Liddy Hope, Assistant Professor II of Human Services
 - b. Tina Ballard, Professor I of English
 - 2. Chris moved to approve both volunteers to serve on the committee. Ryan seconded. The motion carried.
- ii. Welding Instructor Search Committee
 - 1. Volunteers:
 - a. Gary Norden, Professor II of Automotive

- b. Dave Reich, Professor II of Welding
 - c. Marc Hucek, Associate Professor I of Welding
 - 2. Terri moved to approve all volunteers to serve on the committee. Luis seconded. The motion carried.
- iii. Tenure Committee - Sharla Suggs, Instructor of Truck Driving (Temporary Full-Time)
 - 1. Volunteers:
 - a. Todd Anderson – Program Director
 - b. Heidi Eaton – Faculty choice
 - c. Dr. Mia Hardy – Dean’s choice
 - 2. Kim moved to approve all volunteers to serve on the committee. Janice seconded. Senators discussed whether faculty representation on the committee was consistent with the guidelines. More faculty representation is needed. The motion failed.

b. Committee Requests

- i. ECCFA Senate requests a CABS member.
- ii. Two faculty are needed to serve on ECC’s 75th Anniversary Planning Committee.
- iii. Business Instructor Search Committee needs 3-5 faculty members.
- iv. Truck Driving Instructor Search Committee needs 3-5 faculty members with content experience.
- v. Applied Physical Science/Geology Instructor Search Committee needs 3 faculty members.

7. OLD BUSINESS

- a. ECCFA Spring 2023 Elections. The elections will take place the week before Spring break. Volunteers will be needed as we get closer.
- b. Equity Data Collection. Dr. Heinrich and Anthony Ray are looking into this. Annamarie explained that the form is modified based on ICCB requirements. ECCFA has an ICCB faculty representative.
- c. Degree Requirement Substitution. After speaking with an IFT representative, the conclusion was that the college can decide the degree requirements. Dr. Sam was not aware of the situation and is going to talk with those involved in the request. There is no plan to make a college-wide policy. In the future, these issues should go to the dean rather than an instructional coordinator.

Lisa reminded the Senate that the college should be looking for the least restrictive environment when making accommodations. Adapt the course to help the student be successful rather than looking for a substitute course.

- d. Repeating Students. The repeating column of the class roster was removed because of errors in the system that were resulting in students showing as repeats when they were not. The Senators discussed the value of knowing if a student may need additional support and recognizing that students may not want to be identified as repeaters. Dr. Heinrich could see the value of the information for instructors but decided to remove it for the students.

8. NEW BUSINESS

- a. Freedom of Information Act (FOIA). Ryan was waiting to hear back on a FOIA request related to opening day guest speaker payment. Kim pointed out the [college's policy on FOIA](#) which requires the college to comply with or deny the FOIA request within five working days after receipt. That time had already expired with no response. Kim recommended copying other members of the legal department on the follow up.
- b. Building K Door Operation. Kathleen mentioned that the handicap button on one of Building K's doors has not been working. So far, the solution has been to put an out-of-order sign on it. Using the work order request through school dude was recommended. Instructions for school dude can be found on the my.elgin.edu website under documents section for "[Operations and Maintenance](#)."
- c. Missing Classroom Chairs in F104. Dawn mentioned that since COVID, the matching chairs in F104 went missing and have been replaced with different kinds of chairs. It would be nice if the original chairs were returned.
- d. Adjunct Reassignments. Bob Long expressed that having courses taken away after prepping for them feels unfair and should be addressed better in the contract. Load protocol was discussed. The contract guides. If you feel the contract has been violated by administration, please reach out to your grievance representatives - Peter Han and Tim Anderson.
- e. Sheltering in Place. Kris asked Lori to stay on top of administration about not being able to shelter in place properly in Building F. There's no way to go dark and the furniture is bolted down so the classroom cannot be barricaded. A permanent solution is needed.

9. ADJOURNMENT

- a. Diane moved to adjourn the meeting. Janice A. seconded. The motion carried.