

The Sentinel

Voice of the ECC Faculty Association
Local 3791/IFT www.eccfaculty.org



May 2011

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President's Report:

Sarah Dye



I have struggled with what to write for this final message of the 2010-2011 academic year. Perhaps simply speaking "from the heart" is appropriate for me right now. I continue

to value each and every one of you, my colleagues, especially when I witness our group behavior in a meeting such as the ratification meeting yesterday afternoon. That we can have such a meeting and can respectfully and rationally debate issues of great importance to each of us speaks volumes about us as a faculty. That we can be faced with disappointing results from an irrationally long negotiation process and still express support for and unity with one another is what a local should be all about even in the perilous economic times our country faces today speaks so well of us as a mature union. That we can suffer an erosion of the academic respect we thought we had earned from the Board of Trustees and still remember that our most important constituent group is those students we meet every day in our real and virtual classrooms marks us as the dedicated faculty we are and have always been. I am proud to stand with you as fellow faculty members at Elgin Community College. I also

thank you for your continued support of and generosity to the members of the Negotiation Team. You are quite frankly THE BEST!
Sarah Dye

Travel and Tuition Tips

Beth Santell

“T & T” is what we in faculty development call your “Travel and Tuition” claim request forms. We would like to arm you with tips to have a smooth transition and receive your reimbursement for approved activities in a timely manner!

1. Keep a copy of your original faculty development request for your personal records. When you complete your T & T, sent by Kathy Coatney, you will be able to refer back and see what you requested money for!
2. Become familiar with the Administrative Procedure 2.601 for Employee Travel. This procedure applies to everyone at the college. We have attached a link to your T & T approval form so you can be sure you are following procedures.
3. Be certain to include your employee ID number and purpose of the trip on the T & T.
4. Don't forget to attach MapQuest or another internet mapping provider for mileage driven from 1700 Spartan Drive (remember to figure round trip).
5. If you are driving, be sure your driving permission form is updated through the security department at ECC.

6. Keep all your original receipts, and request detailed receipts if you do not get one. Itineraries showing your airline/hotel reservation are not considered a receipt unless they show the method of payment.
7. Remember the college cannot cover the cost of alcohol! You might keep a separate tab for that expense.
8. If you are traveling with other people, ask for separate checks when possible. It's easier to submit your claim.
9. Remember to fill out your T & T and sign it. Often people send it back to Kathy with nothing filled in... no tuition, no registration, no mileage, no taxi, no airfare, no hotel... Just the original form that was sent to them to complete. In addition, you have 6 months to submit your paperwork. Some of our faculty have lost BIG BUCKS waiting too long!!!
10. Have a great professional business trip or course. We hope you have an experience that will help you grow, help students grow, and make a difference at ECC!

ECC Faculty Face Insurance Changes

Lynn Ducar

ECCFA rep to the Insurance Committee

Two representatives from Lundstrom Insurance and a senior manager from BlueCross BlueShield of Illinois attended a recent committee meeting to summarize for members past (2010-2011) and

projected (2011-2012) health care costs for the college.

As a result of the increased number of large claims paid (\$110,000 is the college's stop loss limit) and an enrollment shift (more families seeking coverage), the average cost for insuring each employee will increase 10.85% for 2011/2012. A committee member asked what the dollar increase will be for insuring dependents, but specifics were unavailable. "Numbers haven't been run."

Committee members also received a summary of the legislative and corporate changes, most of which are in place as a result of the Affordable Care Act and may benefit those employees covered under ECC's healthcare plan. Changes are effective with the College's renewal, July 1, 2011.

Taken directly from a letter provided by Lundstrom Insurance, here are some of the legislative and corporate benefit changes that will impact Elgin Community College's renewal, effective July 1, 2011:

1. Lifetime dollar maximum of \$2,000,000 is eliminated on PPO. (legislative)
2. Outpatient precertification by the member has been added to the Behavioral Health Blue Care Connection program. The services requiring precertification are:
 - Electroconvulsive therapy
 - Psychological testing
 - Neuropsychological testing
 - Intensive outpatient programs
 - Partial hospitalizations (BCBSIL change)
3. Wellness dollar maximum eliminated. (legislative)

4. Outpatient Occupational therapy annual dollar limit is now replaced with 140 visits. (legislative)

5. Outpatient Physical therapy annual dollar limit is now replaced with 125 visits. (legislative)

6. Outpatient Speech therapy annual dollar limit is now replaced with 90 visits. (legislative)

7. Private Duty Nursing annual dollar limit is now replaced with 230 visits. (legislative)

8. Dependents will now be covered to age 26, regardless of marital status. (legislative)

9. Pre-existing wait periods for dependents up to age 19 eliminated. (legislative)

10. \$36,000 annual maximum on autism spectrum disorders eliminated. (legislative)

11. Spouses and their children of civil unions will be eligible for coverage effective June 1, 2011. Children must meet the definition of dependent child as outlined in certificate booklet. (legislative)

12. Medicare-imburement level for non-participating providers. (BCBSIL change)

Introducing eTime: ECC's New Online Payroll Timekeeping System

Kristen Richmond

This summer, the Human Resources department will launch an online payroll timekeeping system, **eTime**, which will be used by all employees of the College that currently complete timesheets or submit absence forms.

The system provides the following benefits:

- Web-based reporting and submission of work time and time off from any internet capable machine, available 24 hours a day, seven days a week.
- Automatic calculation of overtime and comp time, as applicable
- Electronic submission and approval of time off requests
- Ability to view historical timesheets and time off requests
- Submission of timesheets is accomplished with the click of a button. No more rushing to the Dean's office to submit your forms.
- No more paper!

ECCFA members will use the system as follows:

- All groups will make use of the time off request feature, which is used to submit a time off request to the Dean and automatically place approved requests onto the timesheet. The timesheet can be edited as necessary should plans change.
- Teaching faculty will complete a "timesheet" as needed to report time off.
- Full-time counselors and librarians will complete a "timesheet" as needed to report work time and time off. Work time will be reported in elapsed hours (e.g. reported as 7 hours as opposed to in at 8 a.m., out at 4 p.m.), and must be reported on days where the number of hours differs from the scheduled hours. Comp time earned will be automatically calculated by the system based upon timesheet entries and/or the scheduled hours. At this time, voluntary and involuntary overload will continue to be paid via a Special Payment request form submitted to Payroll by the Dean.
- Unit adjunct counselors and librarians will complete a weekly timesheet to report work time and time off. Work time will be reported with in and out times, same as the paper timesheet. The system will calculate any overtime hours.

You will use your accessECC credentials to login to eTime, so no worries about establishing and remembering another user ID or password.

Once eTime goes live, the check stubs and pay advices will no longer display paid time off balances. Instead, a complete record of balances and transactions (beginning with the go-live date) will be available in eTime, along with timesheet history and other reports.

ECCFA Celebrates New Contract 19 May

All ECCFA members are invited to celebrate the conclusion of the semester and the end of a long contract negotiation period on Thursday, 19 May 2011, from 4:00 until 8:00 p.m.

The celebration will be held at Azteca de Toro, 260 National Street, in downtown Elgin.

Mexican snacks will be provided starting at around 5:00. Drinks are on your own.

Stay tuned for more information about eTime training resources and go-live, currently targeted for the end of June. Questions? Contact Kristin Richmond, Analyst of HR Information Systems, at krichmond@elgin.edu or 847.214.7301.

Senate Information

ECCFA OFFICERS

President: Sarah Dye
1st Vice-President: Luis Martinez
2nd Vice-President: Dan Kocher
3rd Vice-President: Cassandra Watson
Secretary: Lori Clark
Treasurer: Linda Hefferin

ECCFA APPOINTEES

Communication Liaison: Gary Christenson
Sentinel Editor: Bill Demaree
Membership Chair: Connie Orbeta
Parliamentarian: Dan Kocher
Chair, ECCFA Scholarship: Bev Augustine
Facebook Liaison: Jessica Carpenter
Webmaster: Tammy Ray

ECCFA SENATORS

Josefana Aleman, UAF2
Mary Arndt, HP
Rick Bonnom, UAF2
Michelle Brynelsen, HP
Lori Clark, CABS
Carl DeCarlo, UAF1
Julie DeLong, UAF1
Linda Hefferin, BUS
Cindy Hutman, CABS
Dan Kocher, UAF2
Dave Lawrence, UAF2
Marcia Luptak, UAF2
Luis Martinez, MSE
Loretta McCallister, UAF2
Pat O'Brien, CABS
Cahd Pearion, UAF2
Joel Peck, LVPA
Miroslav Rezac, MSE
Joyce Ross, UAF2
Howard Russo, LVPA
Cathy Tomasik, UAF2

Congrats to ECC Faculty for Successes in Publication

The Community College: Sixty Years of Elgin Community College was selected by The Elgin Heritage Commission to be a recipient of a 2011 Mayor's Award. The book and its creators were honored at a public ceremony on 5 May 2011.

Congratulations to the ECC faculty, staff, and retirees who worked on the book, including faculty members Connie Orbeta and Rachael Tecza and former administrators Polly Nash and Jack Weiss.

Dan Van Tassel, adjunct faculty in ESL, has published *The Aries Obsession*, a Cold War thriller.

The Aries Obsession is now available as an e-book, but it will soon be released in print form as well.

Congratulations, Dan.

Armando Trejo, LIB/COUN
Glenn Turner CABS
Scott Vazsily, UAF2
Vicki Walker, UAF1
Cassandra Watson, UAF1

ECCFA/Senate Meeting Dates for 2011-2012

FALL SEMESTER 2011

August 18, 2011 (R) TBA ECCFA General Member Meeting & Luncheon UBC Dining
August 19, 2011 (F) 9:00-10:00 AM New Faculty Intro/Welcome to ECCFA Meeting ICT 203
August 19, 2011 (F) 10:30-12:00 PM New Student Convocation EVC
August 19, 2011 (F) 1:00-2:00 PM Instructional Coordinator/ECCFA Meeting ICT 203
August 24, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
September 7, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
September 21, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
October 5, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
October 19, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
November 2, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
November 16, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
November 30, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
December 14, 2011 (W) 3:00-5:00 PM Senate Meeting UBC 103
December 16, 2011 (F) Grading Day AND Graduation

(NOTE: Thanksgiving 11/24)

December 19, 2011 (M) 8:00 AM Grades due

(NOTE: Classes end TH 12/15)

SPRING SEMESTER 2012

January 12, 2012 (R) TBA ECCFA General Member Meeting & Luncheon UBC Dining
January 13, 2012 (F) 9:00-10:00 AM New Faculty Intro/Welcome to ECCFA Meeting ICT 203
January 13, 2012 (F) 1:00-2:00 PM Instructional Coordinator/ECCFA Meeting ICT 203
January 18, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103
February 1, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103
February 15, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103
February 29, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103
March 14, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103

(NOTE:
Spring Break 3/28)

April 4, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103
April 18, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103
May 2, 2012 (W) 3:00-5:00 PM Senate Meeting UBC 103

May 16, 2012(W) 3:00-5:00 PMSenate Meeting UBC 103

May 17, 2012 (R) Grading Day (NOTE: Classes end W 5/16)

May 18, 2012 (F) Graduation

May 21, 2012 (M) 8:00 AM Grades due

Great Lakes Union Leadership Institute

The training program co-sponsored by the IFT and AFT announces its courses for 2011

Great Lakes Union Leadership Institute (ULI), the four day training and leadership development program, is set for July 31 – August 4 at Pheasant Run Resort in St. Charles, IL. Co-sponsored by the Illinois Federation of Teachers and the American Federation of Teachers, the training is designed to enhance local capacity for all AFT constituency groups through hands-on learning of union skills and a chance to exchange information with other union members in a relaxed, casual setting with wonderful resort amenities. The course offerings for 2011 are

- Union Leadership in Tough Times**
- Effective Grievance Administration II**
- Introduction to Negotiations**
- Building a Political Powerhouse**
- Mobilizing for Power**
- Building an Issue-based Strategic Communication Program**

Great Lakes ULI registration fees (paid by the ECCFA)

Payable in advance only

Commuter rate: \$250 per person

Single Occupancy: \$826 per person

Double Occupancy: \$540 per person

Registration rates cover lodging, a reception on Sunday, two dinners, four breakfasts, four lunches and coffee breaks throughout the week.

2011 Course Descriptions

UNION LEADERSHIP SKILLS

Target Audience

This course is intended for newly elected or appointed leaders, stewards, prospective leaders and newer staff from all AFT constituency groups.

Why Take It?

Leadership in today's difficult economic and political environment is especially challenging. This program enables you to develop the skills and knowledge to make your role more manageable and rewarding.

Key Objectives

- Identify the different styles of leadership;
- Understand specific constructive and destructive leadership behaviors;
- Improve your effectiveness in empowering and inspiring others; and
- Have fun in the leadership role.

Approach

This course involves highly interactive discussion using small-group and individual exercises, and minimal direct presentation.

EFFECTIVE GRIEVANCE ADMINISTRATION II – Part 2

This course is intended for experienced stewards, local grievance committee chairs, and local or state staff with responsibility for contract enforcement. Completion of Effective Grievance Administration 1 is recommended.

Target Audience

This course is intended for those who have completed the initial Effective Grievance Administration Part 1 course or have had substantial responsibility in the investigation, preparation, and presentation of a real case.

Why Take It?

A complete picture of grievance administration – from the first hint of a problem through arbitration – is the best preparation for success. This course examines analysis and preparation for the parts between the last step of a grievance procedure and an actual arbitration presentation. Grasping this course's objectives will increase skills in use of the underlying grievance procedure itself. If "fire, aim, ready" describes your grievance administration process, this course reorganizes that thinking.

Key Objectives

- Convert analysis into clear understandable grievance and remedy statements;
- Understand role of arbitration and its relationship to grievances and contract enforcement;
- Improve understanding of bargaining as it relates to exploring and settling grievances; and
- Prepare and present an arbitration case.

Approach

This course is highly interactive, using case studies, extensive discussion, individual practice and full simulation of arbitration by all participants. Note: You will need a copy of your local's constitution and your contract for this course. A laptop computer for classwork is recommended.

INTRODUCTION TO NEGOTIATIONS

Target Audience

This course is open only to those with no experience or who are involved in their first bargaining situation.

Why Take It?

If you want to understand why and how bargaining works from start to finish, this program is for you. Learning by doing is this course's key feature. It is an approach that prepares you to be a full player in the bargaining process, from developing initial proposals and selecting the team to reaching a settlement.

Key Objectives

- Use surveys and past grievances to generate bargaining proposals;
- Cost out proposals;
- Identify and act appropriately during the different stages of bargaining;
- Write bargaining proposals;
- Put together a team and work like one; and
- Develop a strategy to get a deal.

Approach

This course uses discussions, small-group exercises and direct presentation.

Note: Requires additional work outside of class. You will need a copy of your local's constitution and your contract for this course.

A calculator and laptop computer for classwork are recommended.

MOBILIZING FOR POWER

Target Audience

Local union leaders who want a new approach to building union power in their locals – perhaps because they no longer can bargain and perhaps because they just want a stronger, more effective union

Why Take It?

This program is about transforming local unions into strong, vigorous, and dynamic unions that use the power of their members to win on key issues, at the workplace and at the statehouse. The course will pay particular attention to how local unions can successfully build strength even in non-bargaining workplaces.

Local leaders will begin by assessing the current state of their union organization and then will discuss strategies and approaches to involve their members in transforming their local union. By the end of the program, each participant or local will develop an action plan to achieve a self-defined union goal on an issue currently confronting the local.

Key Objectives

- Become familiar with basic organizing principles; and
- Develop plans to build the internal structures, devise the strategies, and pass on the skills every local union needs to win in difficult environments.

Approach

This course is highly interactive, using extensive discussion, individual practice. Local leaders will develop a strategic campaign plan to organize and mobilize members in order to successfully adapt to new environments and to successfully win battles of strategic importance to the local.

Note: You will need a copy of your local's constitution, your contract or administrative procedures, worksite diagrams and membership lists.

A laptop computer for classwork is recommended.

BUILDING A POLITICAL AND LEGISLATIVE POWERHOUSE

Target Audience

Union leaders, local officers, staff or COPE activists interested in building and strengthening their political program.

Why Take It?

More than ever, politics affects our lives and our job environments. An effective political action program can make the difference in enacting desirable legislation and in electing public officials who support our members and our issues. This course will cover elements that go into building an effective political program, such as communicating with members about politics, engaging them in your political program, mobilizing members around elections and legislative issues, and raising funds for COPE.

Key Objectives

- Discover the basics of what makes an effective political program;
- Communicate with members about politics;
- Utilize the Activists for Congressional Education (ACE) program to strengthen relationships with members of Congress;
- Learn the dos and don'ts of COPE fundraising;
- Use political issues to engage potential members and build your union;
- Identify opportunities to build coalitions around political issues;
- Hold elected leaders accountable; and
- Plan and run a member mobilization program.

Approach

Instructors will combine presentations, group discussion, role-playing, and real and hypothetical situations. Participants will engage in hands-on practices that will develop their skills and introduce them to techniques used to build a strong political program. Class assignments will require teamwork and problem solving.

BUILDING AN ISSUE-BASED STRATEGIC COMMUNICATIONS PROGRAM

Target Audience

This course is intended for union leaders, local officers, staff, or volunteer activists interested in learning how to build a long-term, strategic communications program by engaging members and the community on key issues through the effective and efficient use of all forms of communications from face-to-face meetings to Facebook.

Why Take It?

Unions, collective bargaining and workers' rights are under attack like never before. After taking this course, you will emerge with a strategic communications program that integrates your local's key issues, dates, events and activities complete with a six-month calendar to combat these attacks. Each program is built upon your local's unique situation and will help you tackle your most difficult communications challenges.

Key Objectives

- Create a strategic communications plan;
- Develop effective messages;
- Engage current and potential members as well as the community;
- Learn how and when to use paid, earned, mobilization and social media ; and
- Develop a six-month communications calendar.

Approach

Through instructor-led presentations, group discussions and hands-on activities, participants will build an issue-based communications program that you can take back to your local and put to use immediately. Be prepared to discuss current and upcoming issues facing your local. Class assignments will require teamwork and problem solving.

**ECCFA INTERNAL APPLICATION
FOR AFT GREAT LAKES/IFT ULI COURSES**

1.Name:

2.Department and Division:

3.Your summer address and phone number:

4.Current involvement in ECCFA:

(List any committees or other ECCFA activities you have participated in for the past 2 years, including other ULI courses too)

5.ULI course you wish to be considered for during this coming summer:

(check one as 1st choice and another as 2nd choice)

Week-long Sessions

(attendance expected for the entire week by both ECCFA & IFT/AFT)

Pheasant Run Resort, St. Charles, IL, Sunday, July 31 – Thursday, August 4, 2011

_____ Union Leadership in Tough Times*

_____ Effective Grievance Administration II*

_____ Introduction to Negotiations*

_____ Building a Political Powerhouse*

_____ Mobilizing for Power*

_____ Building an Issue-based Strategic Communication Program*

** ALL of these courses are currently special needs for the ECCFA.*

6.Why do you wish to take this course and how will you apply what you learn in the series of

classes? (indicate if you plan to run for one of our standing committees or chair of a committee, for Senate, or for an office)

**Return to Sarah Dye (by email, campus mail, or snail mail) no later than 12:00
NOON on Tuesday, May 31, 2011 but sooner if at all possible!**