

The Sentinel

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



October 2011

CTL+CLICK
In this issue

- ❖ [Writers Center Welcomes Poet Wyn Cooper](#)
- ❖ [Santell and Carpenter Explain ECC Professional Expense](#)
- ❖ [Kernler Offers ECC Contract Workshops](#)
- ❖ [Senate and Sentinel Information](#)

President's Report:

Sarah Dye



You should have received an email from me this week announcing an exciting series of seminars on understanding and negotiating the financial side of an ECCFA contract. Dan Kernler will be the seminar facilitator.

Please RSVP for one or both seminars soon so we can be certain have adequate space for all who wish to attend. This is a wonderful way to learn the complexities of finance in preparation for our next season of contract negotiation prior to the end of the current contract in 2013. You will find the advertising flyer inside this *Sentinel*.

The Ad Hoc Relationship Committee has presented to the ECCFA Senate for revision their first draft of the document they crafted from the survey responses which faculty offered at our Opening Day luncheon in August. The committee includes Mary Arndt, Elizabeth Becker, John Slawson, and Rachael Tecza. Your Senators will be sharing their suggestions this week with 1st VP Luis Martinez, who has been consulting with the ad hoc committee and will turn over the material to the committee for final revision.

There probably will be two versions of the document to be shared with two different audiences, one of which will be faculty of course. Senate will determine the timing for releasing the material, so watch for further information this semester.

In order to run next spring's ECCFA elections more efficiently, I am asking all of our major committees to make sure that they have either written working rules or by-laws indicating all of the following:

1. The makeup of their membership (the number of representatives required from each division)
2. Number of non-faculty members serving on the committee
3. Current officers and their contact information as well as the length of their terms in office along with officers' term limits or if can succeed themselves
4. The length of members' terms (many are two year terms)
5. Any release time or stipend offered to a committee chair or co-chair
6. Meeting dates and times
7. The number which constitutes a quorum in order to conduct business
8. Policies for absences (and if there are absence limits after which a member /representative can or must be replaced)
9. Where the committee's minutes and working rules/by-laws can be found (some committees currently use the eNet for this kind of information).

If there is additional information that would be helpful for faculty members considering whether to run for a particular committee, be sure to include that information too. Election Chair Bill Demaree and I are both frequently asked for such information when someone has been asked to run for membership on one of our committees.

Please submit this information no later than February 1, 2012, so we can publish it with the call for nominations during the April election period. It will be published on our ECCFA website also.

ECC Writers Center Welcomes Poet Wyn Cooper

The Writers Center of Elgin Community College Reading Series 2011—2012 is delighted to welcome poet, songwriter, and teacher Wyn Cooper for a reading on October 20, 2011, at 7:30 p.m. in VPA 191D.

Wyn Cooper's fourth book of poems, *Chaos is the New Calm*, was published in 2010. His poems appear in more than 80 magazines and in 25 anthologies of contemporary poetry. He has taught writing at Bennington and Marlboro colleges in Vermont, at the Frost Place, and in the graduate program at the University of Massachusetts at Amherst.

His students' poems have appeared in dozens of magazines, and their books have been published by both small and large presses. He has given readings across the country and in Europe.

A pre-reading dinner with the author will be held at 5:30 p.m. For reservations, please contact Rachael Tecza at rtecza@elgin.edu. All Writers Center readings are free and open to the public. Copies of Mr. Cooper's work will be available for sale and signing.

If you have questions about this event or other Writers Center activities, please contact Rachael Tecza at 847-214-7578 or rtecza@elgin.edu.

Your Professional Expense and Development Benefits: A Brief Guide!

Beth Santell & Jessica Carpenter

Note: For links to work you must be on a computer with enet access.

1. **Professional Expense** is a set amount of dollars per year based on the contract. Purchases need to be approved by your dean, who then forwards the form to human resources. There is a special form that needs to be completed through human resources (available here on Enet: <http://tinyurl.com/6jg26xm>). Professional expense money can be used for a wide grouping of expenses such as books, membership to professional organizations, courses, etc. Refer to your contract for the types of expenses this benefit covers. You can also look up the amount you have remaining for your professional expense benefit on your pay advices. Money that is not used by the faculty member each year is rolled over to the Professional Development fund explained below. The handout below is useful for making sure that you collect both proof of the expense and proof of payment to submit with your professional expense request. Additionally, you should also include documentation confirming attendance or a grade as is appropriate for the type of activity you are requesting payment for (see the handout in the box below).

Enet: Examples of Prof. Expense & Development Documentation <http://tinyurl.com/62mf4mx>

2. **Professional Development** money is awarded on a competitive basis by the Faculty Development Committee. For individual professional development monetary requests, the committee is limited to approving conferences, workshops, courses and training programs, and travel associated with your assignment. You will need to select the appropriate form from the enet under the faculty development committee information depending if you are full time or adjunct (start here: <http://tinyurl.com/3rubg2e>). There are also handbooks there that explain the process for each group.

There are two steps to the professional development process in regards to the financial benefit:

- A.) The committee will review your application and hopefully approve your request for up to either the amount available for your faculty classification or for the amount you have left in the yearly request. Adjunct faculty benefits are reviewed on a fiscal year, and full time faculty are on a calendar year. When you are submitting a monetary request to the committee, you do not have to have any receipts. However, you need to show documentation/estimates of how much money your activity is going to cost you. For example a conference's registration costs and description, course description and published cost of a graduate course, a MapQuest for mileage, an airline ticket estimate, estimated taxi and meal costs, etc. If you know that the trip will cost more than the faculty development benefit, that is fine. You will be approved for the remainder of your yearly amount. You can also send in an additional request for your **professional expense** dollars (explained above) if the cost is more than approved. Note that in this case you will need to ask for your receipts to be returned to you so that you can submit them to professional expense. Basically, in this step you are showing proof of expense (referring to the documentation handout linked above).

B.) **Once your activity has been approved by the Faculty Development Committee, you will be sent a Travel & Tuition request form.** After your activity you will submit your actual receipts for what you really spent based on your initial request (no alcohol, please!). You have six months from the completion of the event or request of money to submit the form. You need to send it to the secretary of the Faculty Development committee (Kathy Coatney), and then the chair approves it and forwards it on to the finance office. Of course the sooner the better so you don't lose any receipts! If you need receipts for **professional expense** money for the same activity, be sure to ask for the originals back when submitting them so you can use them for the other request. Basically in this step you are verifying proof of payment and proof of attendance (referring to the documentation handout linked above). .

3. News!

If you are not aware of this yet, there is a professional development benefit for UAF 2 Adjunct faculty (coming soon for UAF 1 faculty). Spread the news! This year the benefit available for UAF-2 adjunct faculty is \$3000! For full time faculty, we are winding down the calendar year and the 2011 amount was \$1600.00.

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
Webmaster, Tammy Ray
Facebook Liaison: Jessica Carpenter

ECCFA SENATORS

Frank 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
Chad Pearion, UAF2
Joel Peck, LVPA
Miroslav Rezac, MSE
Joyce Ross, UAF2
Howard Russo, LVPA
Cathy Tomasik, UAF2
Armando Trejo, LIB/COUN
Glenn Turner CABS
Scott Vazsily, UAF2
Vicki Walker, UAF1
Cassandra Watson, UAF1

Sentinel Schedule

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2011-2012

Fall 2011

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Due Date: Fri., 11 Nov.
Publication Date: Tues., 15 Nov.
Due Date: Fri., 11 Nov.
Publication Date: Tues., 15 Nov.
Due Date: Fri., 9 Dec.
Publication Date: Tues., 13 Dec.

Spring 2012

Spring 2012

Due Date: Mon., 13 Feb.
Publication Date: Wed., 15 Feb.
Due Date: Mon., 13 Feb.
Publication Date: Wed., 15 Feb.
Due Date: Mon., 12 March
Publication Date: Thurs., 15 March
Due Date: Thurs., 12 April
Publication Date: Mon., 16 April
Due Date: Thurs., 10 May
Publication Date: Mon., 14 May

ECCFA/Senate Meeting Dates for 2011-2012

FALL SEMESTER 2011

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

(NOTE: Thanksgiving 11/24)

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: Classes end TH 12/15)

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

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 PM Senate 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

[2011 ECCFA Contract Training]

SESSION 1:

UNDERSTANDING THE ECCFA SALARY SCHEDULE

Who: Open to all ECCFA members.

What: In this session, ECCFA members will learn the basics of the ECCFA salary schedules (both full-time and adjunct). Details regarding "steps" and "lanes" will also be included, as well as the relationship between hourly and credit hour rates for UAF faculty. Attendees will learn the long-term value of lane movement, and the benefits of the current salary structure versus a system that gives a percentage-based pay raise each year. In addition, a basic introduction into the finances of ECC will be presented.

Requirements: None.

When: Tues., 11/8, 3-4pm, UBC 127; or
Fri., 11/11, 9-10am, ICT 128

SESSION 2:

FINANCIAL ASPECTS OF ECCFA CONTRACT NEGOTIATIONS

Who: Open to all ECCFA members, but particularly those interested in participating in future contract negotiations.

What: In this session, attendees will learn how to perform some of variety of calculations required during contract negotiations. In particular, we will discuss how to calculate the costs of certain raises, predict lane movements, and estimate costs of particular proposals. Participants will be actively involved in costing out a variety of scenarios, and should leave the session with a basic knowledge of using Excel to estimate proposal costs. The session will also include a basic introduction into the analysis of the Annual Financial Reports issued by the Board of Trustees.

Requirements: Experience using formulas in Microsoft Excel.

When: Tues., 11/8, 4-5pm, UBC 127; or
Fri., 11/11, 10-11am, ICT 128

REGISTER

To register, contact Dan Kernler at dkernler@elgin.edu. Please confirm by one week prior to the meeting time.



DAN KERNLER

Sessions will be led by Dan Kernler, Assistant Professor of Mathematics.

Dan served on the bargaining team that negotiated the 2006-2010 ECCFA contract. He also spent five years on the Faculty Senate and served a term as 1st Vice President.

EVENING SESSIONS

Interested in an evening session?

Please contact Dan directly at dkernler@elgin.edu. We will run an evening section if there is sufficient demand.