

# The Sentinel

Voice of the ECC Faculty Association  
Local 3791/IFT [www.eccfaculty.org](http://www.eccfaculty.org)



## September 2011

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## President's Report:

Sarah Dye



Another new academic year has started for us, and we quickly have fallen back into our regular teaching routines. We may have new students and maybe even some new classes, but it

is the start of what I hope to be a less stressful year than what we faced last year at this time.

### IFT ULI Courses Information and Application Processes

One given fact each academic year is the release of the IFT Union Leadership Course schedule for 2011-2012. It continues to be so important to the health and future of the ECCFA that we encourage our members to be trained in handling union activities and addressing issues. And that is exactly what the ULI courses do for us.

The courses will be held this year on three weekends: November 5-6, 2011; February 4-5, 2012; and April 28-29, 2012. Both the ECCFA and IFT expect a participant to attend all three weekends for the full class times. This year the following courses will be offered at the IFT North Westmont Offices: Union Leadership Skills, Grievance

Administration, Introduction to Collective Bargaining, Building a Political Powerhouse; and a one-day Treasurers' Workshop.

The course descriptions, ECCFA Internal Application Form, and the IFT Reservation Form are attached to the end of this issue of the *Sentinel* and will be attached to the next two ECCFA Senate Agendas. Both forms are due no later than Thursday, September 29<sup>th</sup>, and should be sent to Sarah Dye by campus mail or hand delivery to SRC 317 so that the ECCFA Senate can vote on which applications to fund at its October 5<sup>th</sup> meeting.

### **ECCFA Committee Positions Still Available**

Another regular contractual expectation of ECCFA members is serving on committees. We are constantly being asked to supply members to serve on various large and small committees around campus. At the Opening Day Division meetings, Senators brought lists of standing committees that needed to be filled by members of your own divisions. If you missed getting on one of those committees, talk to your Senator about any possible openings that may still remain. Senators either already have their constituent lists or soon will receive them and will be in touch by email or in person with everyone on their constituent lists.

As president, I am looking for a **faculty member to serve** on the **ECC Review Committee** to replace a nursing faculty member who had too many teaching obligations to be an active member on that committee. The committee, which is chaired by Phil Garber, reviews such college documents as

program/department reviews, AtD yearly strategy reports, and other materials for groups needing evaluative feedback.

Another committee being formed is the **Distance Learning Drive-In Conference** held in spring semester. It is chaired by Tim Moore, and we are seeking a faculty member to serve as **co-chair**. Planning is done in October for the conference which is held early in March. Please contact me immediately if you would like to volunteer so I can put the name forward at next week's Senate meeting for service approval.

### **Join the Live Teacher Town Hall on Sept. 25**

The IFT and American Federation of Teachers encourage members and parents to participate in a nationally televised [Teacher Town Hall](#), which will be broadcast live on MSNBC on Sunday, Sept. 25 from 11 a.m. - 2 p.m. (Central) as part of NBC News' second [Education Nation](#) national summit.

In addition to hundreds of teachers—including many AFT members—who will gather in person for the town hall at Rockefeller Plaza in New York City, members can participate in a live chat during the event and add their comments to an online "teachers lounge" forum that opened this month.

<http://www.educationnation.com/index.cfm?objectid=4A366CA0-C804-11E0-A1C9000C296BA163>



I wish all of you fulfilling teaching experiences for 2011-2012. Remember that what each of us does in our classrooms is the most important thing toward helping our students become successful.

## **GOOD GRIEVANCE!**

**Sue Ford**  
**Grievance Committee**

Individual Bargaining—a “private deal” made between a member of the ECCFA and any administrator at Elgin Community College regarding wages, hours, terms or conditions of employment--**is illegal**. It is a violation of the law as well as a violation of our contract. All members of the ECCFA and all administrators at ECC need to know, understand, and abide by the law and the contract.

### **The LAW**

Illinois Education Labor Relations Act (IELRA) is the law that guarantees education employees’ rights.

#### **Section 2: Definitions**

(d) “Exclusive representative” means the labor organization which has been designated by the Illinois Education Labor Relations Board as the representative of the majority of educational employees in an appropriate unit, or recognized by an educational employer prior to January 1, 1984 as the exclusive representative of the employees in an appropriate unit or, after January 1, 1984, recognized by an employer upon evidence that the employee organization had been designated as the exclusive representative by a majority of the employees in an appropriate unit.

#### **Section 3: Employee Rights**

(b) Representatives selected by educational employees in a unit appropriate for collective bargaining purposes shall be the exclusive

representative of all employees in such unit to bargain on wages, hours, terms and conditions of employment.

#### **Section 10: Duty to Bargain**

An educational employer and the exclusive representative have the authority and the duty to bargain collectively as set forth in this Section. Collective bargaining is the performance of mutual obligations of the educational employer and the representative of the educational employees to meet at reasonable times and confer in good faith with respect to wages, hours, and other terms and conditions of employment, and to execute a written contract incorporating any agreement reached by such obligation, provided such obligation does not compel either party to agree to a proposal or require the making of a concession.

Agreement between The Board of Trustees, Community College District 509, Elgin Community College and Elgin Community College Faculty Association, IFT Local 3791; January 2011 through December 31, 2013.

#### **ARTICLE I: RECOGNITION AND BARGAINING UNIT**

1.1 Recognition and Bargaining Unit, Full-Time. The Board of Trustees of Community College District No. 509, counties of Kane, Cook, DuPage, McHenry, and DeKalb, and the State of Illinois, hereinafter referred to as the Board, recognizes the Elgin Community College Faculty Association (ECCFA), Illinois Federation of Teachers, AFT/AFL-CIO, IFT Local 3791, hereinafter referred to as the Association, as the exclusive bargaining representative for all full-time faculty as defined in Paragraphs 103B-1 through paragraphs 103B-6 of the Illinois Public Community College Act, including faculty, counselors and librarians, but excluding instructors employed by the College who are assigned full-time to the state correctional facilities, laboratory assistants, laboratory coordinators, and any management or supervisory employees.

(By extension of Article I in Sections 1.2 and 1.3--recognition of UA2s and UA1s, the ECCFA’s authority as “exclusive bargaining representative” is extended to those groups.)

The ECCFA was formed before 1984 as the labor organization of the full time faculty at ECC and recognized as such by the Illinois Education Labor Relations Board and the College. In 1994 and 2004, its representation was extended to UA2s and UA1s by vote of those members and approved by the IELRB.

The ECCFA is the “selected representative” for its members by virtue of the votes taken among each group in the ECCFA.

It is the legal duty of the ECCFA to bargain ALL wages on behalf of all or each of its members.

All negotiations for wages, in any form—release time, an hourly pay rate, or a fixed dollar amount—must be bargained by the “exclusive representative”—the ECCFA-- in all cases for all members of the unit whether for one individual, a group of members or the entire membership collectively.

Through the investigation of a compensation grievance, the Grievance Committee discovered that “Individual Bargaining” has become a rampant practice at ECC. It poses significant dangers to our organization and its members. At best, the practice results in inconsistencies of compensation for extra-contractual work; at worst, it can be a capricious reward to a favored subordinate. It cannot become “accepted” by virtue of “past practice” no matter how long it has been happening. It cannot be considered “past practice” because the language in the contract is clear—the ECCFA is your “exclusive bargaining representative,” and a practice

cannot disregard clear contract language. A past practice also cannot be against the law.

Individual bargaining will not be tolerated at ECC. If and when an instance of individual bargaining occurs, an Unfair Labor Practice (ULP) will be filed against the College immediately. Faculty participating in individual bargaining will be censured.

If you are approached by your dean or director or any administrator with the offer of compensation for extra-contractual work (work not defined in your job description), please inform that person that you MUST contact an ECCFA officer, your senator or a member of the Grievance Committee immediately.

This does not mean that you won’t do the work or have the opportunity to earn compensation for it. It does mean that an official representative of ECCFA will participate with you in determining what that compensation will be. It merely means that we are following the law to insure consistency, fairness, and equity for all of the ECCFA members.

## **Improved accessECC Portal is Coming in October!**

**Jennifer McClure**

Implementation of the improved accessECC portal will occur in October. What does this mean for faculty? You will still be able to log-in from the elgin.edu web page or at elgin.edu/accessecc. The new accessECC portal improves communication and efficiency by bringing together items currently found in multiple locations to one page for easier reference with a nicer look

and feel. You will find the current self-service menu where you will be able to find your rosters, grade sheets, Retention alert, etc. under Faculty Information. There will be an Employee Apps feature that houses the apps currently on the employee portal.

In addition, there will be links to Outlook web mail and the student.elgin.edu email (Gmail) account used to communicate with students on D2L. Additional features include the eTime app, the Google calendar (which will show your classes), college announcements, ECC community exchange, campus news, campus events, weather, and Quick Links for key resources. Although some information currently found on eNet will be on the accessECC portal, full implementation will be a longer term project.

## Retention Alert! Retention Alert!

**Catherine Moushon**

Math Dept. / Retention Committee

Want to reach out to students who are having difficulty in your classes, life issues that are distracting them from college work, or who need encouragement to seek support services?

As easy as 1, 2, 3 – click here: [Download instructions](#) --faculty members can quickly generate a letter that is personalized and mailed to the student's home address. It is a fully automated fill-in-the-blank form. The letter describes the particular issue and encourages the student to discuss the issue with the professor as well as extending a list of student support services. If the student is identified with a particular population, such as athletic team

sports, TRIO, or Tech Prep, the Retention Alert will also be copied to a case manager who may choose to follow up with the student regarding their program as well. Students not included in special populations will be assigned to a general case manager. Faculty suggested and will be pleased to know that improvements are underway for communication between case managers and faculty.

ECC is committed to several student success initiatives, but this is one of the quickest and easiest tools for all faculty and all classes. Using the Retention Alert tool is voluntary but highly encouraged. There were nearly 700 referrals in Fall 2010!

Testimony: “My student missed the first 3 classes and did not respond to their student e-mail. In 30 seconds I was able to generate a Retention Alert letter regarding their attendance issue, the student received the letter and contacted me. This student, who had a personal crisis, was able to work on the issue and find ECC support services to help them.” ~Catherine Moushon

“It was nice to know that someone cared.” ~Student

You have *seen* the Retention Alert link, but have you *noticed* it? It is on the Faculty Menu of AccessECC, on the same page that you visit to see a roster or submit grades.



### Faculty Information

[My Advisees](#)  
[Class Roster](#)  
[Grading](#)  
[Search for Sections](#)  
[My To Do List](#)  
[Retention Case Reminder Pref](#)  
[My Contributions to Cases](#)  
[Count of Open Retention Cases](#)  
[Closed Retention Cases](#)  
[Retention Alert](#)

NEW SHORTCUT: By faculty request! **Class Roster** now has a Retention Alert Link on the bottom of each individual student profile page. Select the student name from your roster; the link is on the bottom left.

Faculty may wish to inform students by including an explanation in their syllabi:

### **Sample Syllabus Insert (voluntary):**

This class will be participating in the “Early Alert” program at Elgin Community College. The “Early Alert” program is designed to promote Student Success. If I notice that you are experiencing difficulties early in the semester (Low test scores, lack of participation or poor attendance, for example), I may mail a notification to you through the “Early Alert” program.

My letter will express my concern and will request that you meet with me to address any difficulties you are having in my course through an action plan that might involve other campus or community services in the area.

Questions? Suggestions? Contact members of your Retention Committee: Julie Schaid, Vany Wells, John Coffin, Patti Jachowicz, Catherine Moushon, Tammy Ray, Abraham Martinez Cruz, Diane Kmet, Jamie Pang, Sumitra Duggirala, Dennis Wilson, Tina Ballard, and Ronald Kowalczyk.

## **Apply Now for 2012 IFT Scholarships**

[Application forms](#) are now available for the 2012 IFT Robert G. Porter and Carl J. Megel scholarships. The Porter scholarship provides two \$6,000 awards (\$1,500 each year for four years) to current high school seniors with no less than a cumulative "B" grade average. Successful applicants must plan to attend full-time at an Illinois public university and maintain at least a "C" cumulative grade average after graduating from high school.

The Megel scholarship is a one-time \$1,000 award to a special education student who is the child of an IFT member. Students applying for the Megel scholarship must be presently enrolled in a special education school, class or program for students with mental or physical impairments, learning disabilities, visual/hearing impairments, deafness/blindness, behavior/emotional disorders, speech/language impairments, autism, traumatic brain injury or other health impairment. Students who plan to teach special education are not eligible for this scholarship.

<http://www.ift-aft.org/Benefits/Scholarships.aspx>

## Senate Information

### ECCFA OFFICERS

President: Sarah Dye  
1<sup>st</sup> Vice-President: Luis Martinez  
2<sup>nd</sup> Vice-President: Dan Kocher  
3<sup>rd</sup> 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

### *Sentinel* Schedule

2011-2012

#### Fall 2011

Due Date: Thurs., 13 Oct  
Publication Date: Mon., 17 Oct.  
Due Date: Thurs., 13 Oct  
Publication Date: Mon., 17 Oct.

Due Date: Fri., 11 Nov.  
Publication Date: Tues., 15 Nov.

Due Date: Fri., 9 Dec.  
Publication Date: Tues., 13 Dec.

#### 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**

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

**(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

# 2011-2012 UNION LEADERSHIP INSTITUTE COURSE DESCRIPTIONS

THE COURSES ARE PRESENTED OVER *THREE WEEKEND SESSIONS* IN NOVEMBER, FEBRUARY & APRIL:

Fall Session: **November 5-6, 2011**  
Winter Session: **February 4-5, 2012**  
Spring Session: **April 28-29, 2012.**

Participants ***must attend all three*** weekend-sessions to complete these courses. Classes will run from 9 a.m. until 4 on Saturday and from 9 a.m. until noon on Sunday.

Registration reminders and invoices for any unpaid fees will be sent to participants before the Winter and Spring sessions. Confirmation notices and training agendas will be mailed prior to each session.

Participants who pay their own registration fees and who are not reimbursed by their locals may be eligible for a reduced registration fee through the UPD rebate process. Information about the Individual Member Rebate is included on the registration form.

Classes fill up quickly, so please don't delay in submitting your completed registration and payment. A separate registration form must be completed for each ULI participant from your local. Registration cannot be guaranteed unless payment is received with the registration form by the registration deadline.

## **BUILDING A POLITICAL POWERHOUSE**

An effective political/legislative action program can make the difference in enacting desirable legislation, in electing public officials who support our members and in mobilizing members around local issues. This course will cover elements that go into building an effective political program, including:

- Communicating with members about political issues;
- Engaging members in our political program;
- Mobilizing members around local issues, such as school board elections, district referendum and other legislative issues;
- Raising funds for COPE.

## **GRIEVANCE ADMINISTRATION** (*Additional \$24 material fee*)

If thoughts of grievances cause you to panic, take this course and relax. You will learn to:

- Separate gripes from grievances;
- Develop grievance investigation and research skills;
- Take problem-solving approaches to settlement;
- Write, prepare and present grievances.

## INTRODUCTION TO COLLECTIVE BARGAINING

Designed for those with little or no bargaining experience, this course helps you understand how and why negotiations works and teaches you how to participate actively in the bargaining process.

- Develop surveys to generate negotiation proposals;
- Learn the different stages in a negotiation;
- Learn what makes the negotiation team work well together;
- Learn how the mediation process works.

## UNION LEADERSHIP DEVELOPMENT

Being a union leader in today's economic and political climate can be challenging. This course will help new and experienced leaders be more effective in their roles. You will learn to:

- Recognize different leadership styles;
- Understand constructive vs. destructive leadership behaviors;
- Empower and motivate others to be active in the union;
- Learn how to run a union meeting.

## 2011-2012 UNION LEADERSHIP INSTITUTE COURSE DESCRIPTIONS COURSES PRESENTED AND COMPLETED WITHIN A SINGLE DAY, OR A SINGLE WEEKEND

**TREASURERS' WORKSHOP – PART I-** April 28, 2012; 9:00 a.m. - noon.

*This half-day workshop is open to all IFT local and council treasurers.*

The program will include an overview of treasurers' basic financial duties, including,

- Processing deposits and payments;
- Recordkeeping requirements;
- AFT requirements for the financial review;
- IRS updates for filing Form 990, 990-EZ and 990-N

**TREASURERS' WORKSHOP – PART II-** April 28, 2012; 1:00 p.m. - 4:00 p.m.

*This half-day workshop is open to participants of the morning Treasurers' Workshop – Part I.*

This interactive program will include training on the IFT Leadernet Accounting program. Participants should bring their local financial records such as check registers and bank statements for the entire fiscal year and will use the Leadernet program to complete actual transactions.

**NOTE:** *These Treasurers' Workshops are offered at no cost to participants other than hotel accommodation fees if applicable.*

## ECCFA INTERNAL APPLICATION FOR 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 academic year:  
*(check one as 1<sup>st</sup> choice and another as 2<sup>nd</sup> choice)*

### Three Weekend-long Sessions

(Attendance expected for all three weekends by both ECCFA & IFT/AFT)

IFT North Offices / Robert Healey Center

500 Oakmont Lane, Westmont, Illinois 60559

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- \_\_\_\_\_ Union Leadership Skills\*
- \_\_\_\_\_ Grievance Administration\*
- \_\_\_\_\_ Introduction to Collective Bargaining\*
- \_\_\_\_\_ Building a Political Powerhouse
- \_\_\_\_\_ Treasurers' Workshop

*\* 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 ECCFA office)

**Return to Sarah Dye (by email, campus mail, or snail mail) no later than 12:00 NOON on Thursday, September 29, 2011 but sooner if at all possible!**



## 2011-12 IFT ULI NORTH REGISTRATION

Photocopy registration form as needed to submit one for each participant

### 1 PARTICIPANT INFORMATION

(Please print or type)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

### 2 LOCAL INFORMATION

Local # \_\_\_\_\_ Local President Signature \_\_\_\_\_

**IMPORTANT:** Registrations will **not** be processed unless authorized by local

### 3 COURSE SELECTION - Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice for workshops

#### THREE-WEEKEND SESSIONS

- Building a Political Powerhouse
- Grievance Administration (Add \$24 for text)
- Introduction to Collective Bargaining
- Union Leadership Skills

#### SINGLE-WEEKEND SESSIONS

- Public Act 97-0008 ( Senate Bill 7) Layoffs & Recall/  
PERA Overview Workshop (Nov. 5, 2011)
- Treasurers' Workshop (April 28, 2012)

### 4 HOTEL ACCOMODATIONS - DoubleTree Hotel - Oak Brook, IL

- > For planning purposes, please indicate your preferred room accommodations for **each** of the 3 ULI sessions. You will have an opportunity to modify your request if your plans change.
- > Select "Registration only" if a hotel room is **not** needed during the ULI weekend.

#### Fall: Nov. 5-6, 2011

- \_\_\_ Single, 1 night
- \_\_\_ Single, 2 nights
- \_\_\_ Double, 1 night
- \_\_\_ Double, 2 nights
- \_\_\_ Registration only

#### Winter 2: Feb. 4-5, 2012

- \_\_\_ Single, 1 night
- \_\_\_ Single, 2 nights
- \_\_\_ Double, 1 night
- \_\_\_ Double, 2 nights
- \_\_\_ Registration only

#### Spring: April 28-29, 2012

- \_\_\_ Single, 1 night
- \_\_\_ Single, 2 nights
- \_\_\_ Double, 1 night
- \_\_\_ Double, 2 nights
- \_\_\_ Registration only

Roommate for Double Room accommodation: \_\_\_\_\_  
(For Double room rate, roommate **must** be a registered ULI participant)

Do you require any special rooming accommodations?  Yes  No

If yes, please specify \_\_\_\_\_

### 5 DIETARY RESTRICTIONS

Do you have any dietary restrictions?  Yes  No

If yes, please specify \_\_\_\_\_