

## CALL TO ORDER

## WELCOME & INTRODUCTIONS

## RECOGNITION

### **Congratulations to Spring 2023 Retirees:**

- Tina Birkholz
- Jeffrey Hunt
- Janice M. Petit-Sollenberger
- Beth Ellen Sitte

### **Welcome to New ECCFA Members:**

- Suzanne Onbargi, UA1 ESL
- James Walker, UAF Math
- Sarah Bass, UA1 ESL
- Thakkar Pinakini Ketan, FT Phlebotomy
- Kieran Stout, UAF Emergency Services
- Ray Ortiz, UA1 Histology
- Shepard Kirk, UA1 ABE
- Kelly Olsen Guyant, UA1 Math
- Susan Espeland, UAF Nursing
- Muhammed Saadiq, UA1 English

### **Welcome New Full Time Faculty Members:**

- Rita Braun, Human Services
- Dorian Simmons, Integrated System Technology
- Adyson Totten, Respiratory Care

### **Congratulations to Recently Tenured Faculty:**

- Reyes Estrada, Instructor of HVAC
- Vincent Gaddis, Professor II of History
- Emily Healy, Assistant Professor I of Sociology
- Lisa Stoltenberg, Instructor of Nursing
- Lucas Wagner, Instructor of Culinary Arts & Hospitality

### **Acknowledgment of Officers, Senators, and Committee Chairs**

## OFFICER REPORTS

- **SECRETARY’S REPORT: ALISON DOUGLAS**
  - Approval of minutes from 11 January 2024 All Faculty Meeting
- **TREASURER’S REPORT: STEVE “WOODY” WOOD**
  - 2024-2025 Annual Budget Report
- **PRESIDENT’S REPORT: DAN KERNLER**
- **1ST VICE-PRESIDENT’S REPORT: LUIS MARTINEZ**
- **2nd VICE-PRESIDENT’S REPORT: KATHERINE FLETCHER**
- **3rd VICE-PRESIDENT’S REPORT: TAMMY RAY**

## COMMITTEE REPORTS

- Negotiations — Ryan Kerr
  - See attached [report](#).
- Grievance — Co-Chairs: Peter Han and Laura Haske
  - See attached [report](#).
- Membership — Kim Tarver
  - See attached [report](#).
- Sick Bank - Joe Rosenfeld
  - See attached [report](#).
  - Updated [Sick Bank By-Laws](#)
- COPE — Antonio Ramirez
  - See [COPE Donation Form](#) attached.
- Honors - Jason Kane
  - See [Honors Program Fall 2023 and Spring 2024 Review Report](#)

## NEW BUSINESS

- [Honorariums](#)  
Changes highlighted in blue.  
See [ECCFA Officer Responsibilities](#) for more detail.
- 2024-2025 Budget
  - Notable recommendations:
    - Projected estimated dues based on 2023-2024 through 7/31.
    - Increased Honorarium (see above proposals)
    - Increased membership meeting to match past expenditures
    - Increased ULI workshops
    - Plan is to balance the budget with savings, currently at nearly \$100,000.

## OPPORTUNITIES TO SERVE

### Committee Requests

- **Strategic Enrollment Management (SEM) Committee**  
Meetings: Once per month September 2024 through May 2025.
  - Seeking two faculty representatives
- **Curriculum Committee** (Chair: Marc Beth)  
Meetings: 1st and 3rd Fridays of each month. 12:00 -1:00 pm on Zoom
  - 2 HP
  - 1 SBCT
- **Faculty Development** (Chair: Jessica Carpenter)  
Meetings: Online recently: E/O Thursday 3:30pm
  - 2 HP
- **Grievance**  
Meetings: E/O Wednesday 4:00-5:00 pm (virtual meetings)
  - 1 UAF2
  - 1 UAF1
- **SLAAC** (Chair: Angelika Stachnik)  
Meetings: Every 2nd and 4th Tuesday 3:30-4:45, on Zoom.
  - 1 Full-time Teaching Faculty Member
  - 1 UA Teaching Faculty Member
  - 1 Library Faculty Member
- **ECC Employee Wellness Committee (WC)**  
Meetings: Monthly, time depending on faculty availability  
The Wellness Committee is looking for one individual faculty volunteer.  
The mission of the ECC Employee Wellness Committee is to identify and pursue through education and support the ECC dimensions of wellness. Made up of ECC employees from various departments within ECC, we convene monthly (from August through May) to plan wellness programs and activities for the entire college. In addition to our regular meetings, committee members also participate in and oversee the implementation of

these planned monthly events. During the summer, we hold a half-day retreat to strategize and plan for the upcoming year's initiatives.

## ANNOUNCEMENTS

- **Reminder - only the ECCFA can bargain for your compensation!**  
Just a reminder that all faculty compensation should be negotiated in consultation with the ECCFA through the Chief Negotiator. Individuals should not bargain their own compensation, either with the administration or as part of a grant proposal.
- **Opening Week ECCFA Meetings**
  - **New Faculty ECCFA Virtual Orientation Meeting: Friday, August 16 at 9:30**
  - **Instructional Coordinators Meeting: Friday, August 16 at 1:00 pm**
- **Change for 2024-2025 Academic Calendar**  
Start date for 12 week classes is listed as 2/24/2025, but it should be 2/18/2025. Board of Trustees approved the correction at the 8/13 meeting.
- **We need a Sentinel Editor!**
  - We are hoping to revive the [ECCFA Sentinel](#), which is ECCFA's newsletter. We are looking for a member to take this over, with the goal of starting up again for the 2024-2025 academic year. There is a \$300 stipend for this position. Interested faculty can email Dan at [dkernler@elgin.edu](mailto:dkernler@elgin.edu).
- **Safety Drills** are now posted on [my.elgin.edu](http://my.elgin.edu):
  - Tornado Drill: 8/26/2024 3:00 PM
  - Fire Drills: 9/10/2024 through 9/12/2024
  - Great Shake Out - Earthquake Drill 10/17/2024 10:20 AM
- **ECCFA is in the news!**  
The Project Backpack event returned to in-person, on August 3rd, at ECC. We eased right back into action and soared! It was an amazing day full of light and love!

[View Slideshow](#)

The Project Backpack committee thanks ECCFA for their continued dedication and support! Together, we make a significant difference to families who are in need. The most recent number of homeless students in Kane County is 3,356.

Project Backpack is a community-based initiative led by ECC and other event partners to benefit students by offering resources to start a school year. Since its inception in 2010, Project Backpack has positively impacted the lives of nearly 24,000 students in need from school districts U-46, CUSD 300, CSD 301, CUSD 303, D20, or ECC District 509.

Project Backpack also facilitates connections between families and local agencies to address various needs beyond school supplies. In addition, during the event, families enjoy various fun activities in an Activity Fair before and after receiving their backpacks.

- **Please consider attending the Union Leadership Institute!**  
Sessions are offered on collective bargaining, leadership, grievance, and more. All expenses are covered, including travel and lodging. More details are in [this flier](#), with specifics coming soon.

## ECC BOARD OF TRUSTEE MEETINGS

Faculty are encouraged to attend ECC Board of Trustee Meetings.

- Finance Committee (2:00-3:30, E 100.01)
  - October 7
  - December 9
- Committee of the Whole (3:00-6:00, E100.01)
  - September 9
  - October 7
  - November 11
  - December 9
- Board of Trustees (6:30-9:00, Siegle Auditorium)
  - September 10
  - October 8
  - November 12
  - December 10

## CLOSING REMARKS

## ADJOURNMENT

## ADDENDUM

### ECCFA SENATE FALL 2024 MEETING SCHEDULE: 3:15-4:45 P.M.

#### Meeting Dates.

- 8/28/2024
- 9/11/2024
- 9/25/2024
- 10/9/2024
- 10/23/2024
- 11/6/2024
- 11/20/2024
- 12/4/2024

## Grievance Report

- **Formal Contract Grievances**
  - **Temporary Full-Time Faculty Seniority.** This grievance only impacted full-time faculty members who were hired as full-time faculty and then, without a semester interruption, were hired as tenure-track faculty. HR used the tenure-track hire date rather than the temporary full-time hire date for seniority. The college and ECCFA entered a Memorandum of Agreement to resolve the issue. Because this seniority date impacted some faculty concerning load and overload selection, Grievance collected \$4,000 in lost pay to make impacted faculty members whole.
  - **Contact Hour Resolution.** Some departments did not follow the contact hour calculation referenced in the contract, which resulted in faculty teaching more and fewer clock hours than they should have. The Committee filed a formal grievance and reached an agreed-upon resolution. The calculator used to determine contact hours is available [here](#).
- **Informal Contract Resolutions**
  - **Bargaining Unit Movement.** HR missed several moves into the bargaining unit for adjunct faculty. Grievance resolved these situations informally with HR.
  - **Pending Courses.** Some divisions were using pending courses in their semester builds. ECCFA worked with Peggy Heinrich to ensure the practice ended as it impacted load protocol.
  - **Temporary Full-Time Pay.** There was some concern about full-time temporary employees not being paid the total amount of the semester since a portion for each semester is paid outside of the semester payroll. HR provided the documentation to show that they do a base pay catchup to ensure temporary full-time faculty receive all their pay.
  - **Semester Resignation.** An adjunct faculty member who had to leave for the semester submitted paperwork to show they could not continue to teach.

Management interpreted the notice as a complete resignation. Grievance worked with management to correct this misunderstanding.

- **Disciplinary Proceedings:** Grievance committee members attended multiple meetings between HR and faculty regarding disciplinary proceedings.

**Membership Report.**

I have 1 new full-time member and 7 new unit-adjunct members; thank you to Katherine Fletcher for her assistance.

July 24, 2024 Member Classification	Total Members in Bargaining Unit	Total Signed ECCFA Members	Total Unsigned Members of Bargaining Unit	Dues Paying Non-Member	July 24, 2024 Percent of Signed Members
Full Time Faculty	153	148	4	1	96.7%
Unit-Adjunct Faculty II	177	136	41	0	76.8%
Unit Adjunct Faculty I	66	22	44	0	33.3%
Inactive Faculty	37	21	16	0	56.8%
Total	433	327	105	1	75.5%

**Negotiations Report**

**Summer 2024:** Over the summer, ECCFA negotiated two MOAs for interim admin positions being held by ECCFA members: Truck Driving Program Director (Brian Hamm) and Associate Dean of CABS (Sarah Bass).

**Preparation for Next Cycle:** The current ECCFA contract expires in December of 2025, so Senate will be electing a new Chief Negotiator in this upcoming April/May (Ryan Kerr will not be continuing in the role). The general membership will elect the representatives for the Negotiations Committee in the spring elections, as well. The elected members will include 5 full-time faculty members, one from each academic division, 3 UA2 faculty members from any division, and 2 UA1 faculty members from any division (per the ECCFA Constitution). The ECCFA Vice Presidents and President will also serve on this committee along with the Communications Liaison.

We need a team to accept this undertaking. Fundamental to our collective bargaining agreement is the bargaining.

**Current Negotiations Team:** If you are currently on the team, please consider over the next few months whether you will be putting your name forward to continue. Some level of continuity is best for the process. If you are willing to continue, I would let it be known among those in your respective pool of potential representatives (divisions for full-time or UA2/UA1 for unit adjuncts).

**Those Who Have Not Been on Negotiations:** If you have not contributed to this process before, I would ask you to consider volunteering when the elections come around. Those on the team are those that shape the outcome by doing the work. If interested, but would like more information on the process, please reach out to Ryan or another member of the team for further background. Again, I would speak to those in your division or group about who is willing to do this work come the spring so we do not have a division or group unrepresented.

If interested in joining the Negotiations Committee, you should also consider taking the IFT training that is provided during the school year as it is quite valuable in preparation for this process.

## Sick Bank Report

Sick Bank Committee Members:

Hirsh, Amanda	2025	UA2
Matt, Deyana	2025	UA1
DeMars, Kathleen	2026	ARIT/ABEC
Moushon, Catherine	2025	HPMSE
Rosenfel,d Joe	2026	CABS
Ziwiski, Renae	2025	SBCT
Robinson, Susan	2025	LVPA
Ryan, Roda	2026	HP

The committee, as stated in the last report has been very busy. In addition to considering many requests for aid, we have re-written the by-laws (attached) in order to improve clarity and process.

The faculty donated 72 at the beginning of the Fall 2023 semester. The committee authorized the usage of 130 days. As of this writing we will have 212 days remaining at the beginning of the semester.

I would like to thank the committee for their hard work and responsiveness, even over the summer. As always, Lesia Gemelli in Human Resources has been a joy to work with.

Respectfully submitted,  
Joe Rosenfeld



## **Elgin Community College Faculty Association, Faculty Sick Leave Bank**

### **Purpose of the Faculty Sick Leave Bank**

In the spirit of being a community of people who wish to be able to take care of one another in emergencies, the ECCFA negotiated, in the 1998-2000 contract, to establish a Faculty Sick Leave Bank.

The intent of the Faculty Sick Leave Bank is to offer interim emergency assistance to eligible ECC employees, who have depleted their own accrued benefit time and remain unable to work.

### **Donations to the Faculty Sick Leave Bank**

All faculty members in the bargaining unit may donate up to 2 earned sick leave days per academic year on a voluntary basis into the Faculty Sick Leave Bank. According to the contract, donations must be made each year by the end of September for the current academic year.

Annual donations will be made by submitting a "Sick Leave Bank Contribution Form" to the Faculty Sick Leave Bank Committee Chairperson. The original forms will be sent to Human Resources for processing. A copy of each donation form will be kept by the Faculty Sick Leave Bank Committee.

Unit adjunct faculty listed as active accrue sick leave from the college. If the faculty member does not then teach in a given semester, the accrued sick leave will be reversed. In the event that a faculty member donated these accrued sick days to the Faculty Sick Leave Bank, the donated sick days would be reversed from the bank as well.

### **Withdrawals from the Faculty Sick Leave Bank**

All ECC employees not in an "inactive" status and who are entitled to personal sick leave may apply to draw from the Faculty Sick Leave Bank in the event of an extended illness requiring absence from work in excess of his/her accumulated leave banks. The Faculty Sick Leave Bank is available only for the illness of the employee and not for the illness of a family member. The employee's own accumulated sick leave, personal days, vacation days and awards from any other sick leave banks for which he/she is eligible must be used before he/she can draw from the Faculty Sick Leave Bank. Employees receiving disability benefits or worker's compensation are not eligible to draw concurrently from the Faculty Sick Leave Bank.

The requesting employee must complete a "Faculty Sick Leave Pool Withdrawal Request" form (found on My.Elgin.edu) and submit it with all required documentation to the Human Resources Employee Benefits Office as soon as practicable but no later than thirty calendar days after the employee has returned from leave.

Faculty Sick Leave Bank days may be used only for an extended illness or injury. A physician's statement of need is required before days are withdrawn from the Faculty Sick Leave Bank.

The physician's statement must certify the employee's condition, confirm the dates that the employee is unable to work and provide the approximate date when the employee will be eligible to return, or the employee's next appointment date.

Eligible faculty may make multiple requests from the Faculty Sick Leave Bank Committee. No request may be for more than twenty-five (25) work days per a twelve-month period. A maximum of fifty (50) days may be requested and awarded in a twelve-month period.

Eligible, non-faculty staff may request multiple requests from the Faculty Sick Bank Committee. No request may be more than ten (10) days per a twelve-month period. A maximum of Twenty (20) days may be requested and awarded per a twelve-month period.

In special circumstances the Faculty Sick Leave Bank Committee may allow for additional withdrawals outside of the limitations herein. Such exceptions must be approved by a majority of the members of the Committee.

The request, without the employee's name for purposes of confidentiality, will be sent to the Faculty Sick Leave Bank Committee for review and decision. Requests that are denied may be appealed to the ECCFA Executive Committee or the ECCFA Senate. Any appeals must be submitted with all required documentation no later than thirty calendar days after a denial has been sent to the requesting employee.

The number of days approved is dependent on factors including: the availability of days in the bank, awards will only be in full or ½ day increments, the bank will not "over-award" days, etc. Each request will be evaluated on a case by case basis and will not set precedence for future requests. As per the contract, employees applying to the bank will absolve and hold harmless in all respects the Board of Trustees, the Administration, ECCFA and the Faculty Sick Leave Bank Committee regarding the establishment and implementation of the Faculty Sick Leave Bank.

The Faculty Sick Leave Bank Committee will make an annual report to the ECCFA Senate of the year's Faculty Sick Leave Bank activity. The committee will conduct an annual review of the Faculty Sick Leave Bank procedures and recommend modifications as necessary to the ECCFA Senate.

### **Committee Composition, Procedures and Terms**

The Faculty Sick Leave Bank Committee is a standing committee of the ECCFA Faculty Senate. Members are elected annually by ECCFA members from each division.

- Meetings will take place on an as needed basis.
- Each Division is represented by one faculty member.
- Learning Resources and Pre-Collegiate are considered one division.
- Unit Adjunct Faculty II (UA2) will be considered one division.
- Unit Adjunct faculty I (UA1) will be considered one Division.
- Members will serve two-year terms.

- The Committee Chair will be elected every year by the committee, following the completion of the annual ECCFA election
- Votes may be taken in-person, or through email, or through another electronic medium.
- A majority vote is required for action on any matter before the committee.
- The committee will follow a modified version of Robert's Rules of Order.

*Revised 08/2017*

*Bullet points added 5/19/22*

*Revised 5/13/24*

## COPE Deduction Form

Send COPE Form to Secretary, Alison Douglas, [adouglas@elgin.edu](mailto:adouglas@elgin.edu)

### ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION COPE DEDUCTION

I hereby authorize Elgin Community College to deduct from my salary the sum of \$5.00 \_\_\_\_, \$10.00 \_\_\_\_, \$ \_\_\_\_ (other amount) per pay period and forward that amount to the Elgin Community College Committee on Political Education (ECCFA COPE).

This authorization is signed freely and voluntarily and not out of any fear of reprisal and I will not be favored or disadvantaged because I exercise this right. I understand this money will be used to make political contributions by ECCFA COPE. ECCFA COPE may engage in joint fundraising efforts with the AFL-CIO.

This voluntary authorization may be revoked at any time by notifying the ECCFA COPE in writing of the desire to do so.

NAME: \_\_\_\_\_ EMPLOYEE ID #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Contributions or gifts to ECCFA COPE are not deductible as charitable contributions for federal income tax purposes. Please consult your tax professional.