



FEDERATION OF
HIGHER EDUCATION
FACULTY AND
PROFESSIONALS
AFT-IFT / AFL-CIO



ECCFA Senate Agenda
Alumni Room, SRC 174
3:00 PM – 5:00 PM
November 4, 2009

Call to Order (at 3:00 PM): Sarah Dye
Recognition of Visitors & Guests: Sarah Dye
Brooke Transue
Secretary's Report: Cindy Hutman (October 21, 2009 meeting minutes)
Treasurer's Report: Linda Hefferin
President's Report: Sarah Dye
1st Vice President's Report: Luis Martinez
2nd Vice President's Report: Susan Ford
3rd Vice President's Report: David Lawrence

Committee Reports (written reports at end of agenda)

Academic Policy: Dawn Munson
Academic Computing: Mary Peterhans
Achieving the Dream: Linda Hefferin & Sarah Dye
Alliance for College Readiness: Alison Douglas
Amendments: Dan Kocher
Assessment: Shawn Mikulay
BOT Finance Committee: Linda Hefferin
Communication Liaison: Gary Christenson
COPE: Ron Kowalczyk
Curriculum: Maureen Lange
Elections: Bill Demaree
Faculty Development: Beth Santell
FAVs: Dan Kernler
GIST: David Burke
Grievance: Howard Russo & Sue Ford
Humanities Center: David Burke
Insurance: Sarah Dye & Howard Russo
IT: Tim Kaar & Dan Kocher
Learning Communities: Alison Douglas
MAGIC: Joyce Fountain
Membership: Tim Anderson
Negotiations: Luis Martinez

Scholarship:	Steve Trail
Sentinel:	Bill Demaree
Sick Bank:	Ellie Swanson
Strategic Planning:	Phil Garber & Elizabeth McNulty
Student Email Rollout:	Tim Kaar & Dan Kocher
VP for TLSD Search:	Roger Ramey
Webmaster:	Tim Kaar
Other committees	

Special Orders

Consent Agenda: *Committee Approvals Requested:*

1. **Radiology FT Faculty Member Search Committee:** Arturo Vazquez (MAGIC rep)
2. **VP for TLSD Search Committee:** Roger Ramey (Chair); Alice Biggers; Marcia Luptak
3. **ECCFA Scholarship Committee:** Steve Trail; Marilyn Binda; Beverly Augustine

Old Business

Evaluation of administration, historical retrospective (Brooke Transue)

New Business

ECCFA's End of Semester Get-together (FYI: TLSD Administrators' party is December 11th)

Division Issues

Adjournment

Written Reports for November 4, 2009

Officers' Reports

Secretary's Report:

Cindy Hutman

Minutes for October 21st meeting sent to Senators by separate email from Cindy.

Treasurer's Report:

Linda Hefferin

See separate handout available at Senate meeting

President's Report:

Sarah Dye

New AFT Membership Cards Are Coming Soon

New AFT membership cards are coming, starting in January. Before the new cards are mailed, it's important for local affiliates to update their membership rosters so that current members get the new cards. Members of locals that have not updated their rosters by Nov. 14 will be excluded from the mailing. For affiliates that have updated their data, the first cards will be mailed beginning Jan. 20, 2010, to all full, half, quarter, on-leave, laid-off and retiree members. Mailings will continue every week for the five weeks that follow; cards will be mailed directly to members' homes. Members will be encouraged to [validate their cards by April 15 online](#) or by phone to be entered to win great prizes.

Faculty members will begin attending first of three weekend ULIs at IFT offices in Westmont this weekend: Luis Martinez, Sumitra Duggirala, Mary O'Sullivan, Armando Trejo

Academic Calendar: Senate ideas about the 2011-2012 Academic Calendar submitted to Rose DiGerlando.

Master Plan Open House

The Master Plan Open House on **Wednesday, November 4 from 3 to 7 p.m. in the Fox Valley University and Business Center (UBC)** is your chance to review project timelines, learn about the upcoming sale of capital bonds, ask questions, view the latest drawings, and meet the architects.

Senators are encouraged to visit the Open House following our Senate meeting and other faculty members are encouraged to visit any time during the four hours of the Open House.

Construction Updates from Sharon Konny:

Spartan Drive. The weather hasn't been very co-operative the last few weeks, but progress continues to be made on Spartan Drive. The pavement pulverizer is on site, and scheduled for Wednesday. Relocation

of the Spartan Drive and Second Street intersection is currently underway.

Parking lots. Planning for an additional 400 parking spaces on campus has been completed, and the bid opening for a new parking lot was held on October 30th. The bid will be awarded and approved at the November Board meeting, and construction will start immediately after approval is obtained. The new parking lot will be located where the old soccer field was, which is between parking lot 3 and Spartan Drive. The College continues to look for short-term and long-term parking solutions.

Bond issuance. The first issuance of general obligation (G.O.) bonds will take place in December 2009. One issue in the amount of \$35 million will be sold in the competitive market, and a second issue in the amount of \$10 million will be sold in the local market. The College is currently going through the selection process for the underwriter for the local issue.

The Health Careers Center and Library/SRC projects continue moving through the construction document phase. We are still on target for a March 2010 ground breaking, and August 2012 occupancy.

The multi-purpose classroom building (410 and 466 Renner Drive buildings) also moves forward through the construction document phase. Demolition will begin right after the Board approves the bid awards at the January 2010 Board meeting.

University and Business Conference Center. The UBC is 15 years old, and in desperate need of renovation. The renovation will include upgraded technology, new carpet and furnishings, painting, new galley food service spaces, and reconfiguration of the lobby. This project will start in December, with a completion date of April/May 2010. Just a note...this is not a referendum project. The funds for this renovation are Kane County Public Commission Funds.

Members of the interior planning committees for the library/SRC and the new Health Careers Center follow. You can share any ideas or observations with them:

Library/SRC Interiors Committee Members

Melissa Tait
Theresa Larson
Brian Beecher
Marge Schildknecht
Amybeth Maurer
Heather Larkin

Health Career Center of Excellence Interiors Committee Members

Melissa Tait
Theresa Larson
Linda Hartley
Wendy Miller
Heather Larkin

Minutes from various faculty groups in meetings with the Planning Steering Committee follow:

Steering Committee/Library Faculty Meeting

October 22, 2009

Present: Sharon Konny, Vince Pelletier, Robin Arnold, Brian Beecher,

Ned Coonen, Paul Dawson, Lynn Ducar, Sarah Dye, Mi Hu, Marge Schildknecht, Ellie Swanson

The library staff voiced their concerns about the large work area planned for the new library. They are worried about the noise levels due to the number of people and their many different functions. Although this is what was requested during programming, the library staff thought of a workroom as something different than staff work space.

This room can be designed with clusters, maybe four workstations per cluster divided with short walls topped with windows. Please see the SRC Accounting area for an example of this type of work space.

We can look at a white noise system for this area.

Every staff member will have a desk. Lynn asked that the adjunct faculty space be carved out so they are separated from full-time staff.

The library staff met previously and discussed the layout for this space. There was no clear determination that everybody wanted open or private space. They could not decide which way to go so the architect suggested using partitions.

The main concerns are privacy and noise control.

Brian reported that there are more desks in the area than there is staff.

There are also four consultation rooms outside of this area for smaller meetings. They can be used for meetings with faculty or staff. These have glass walls and no ceilings.

**Steering Committee/Adjunct Faculty Meeting
October 29, 2009**

Present: Sharon Konny, Vince Pelletier, Robin Arnold, Paul Dawson, Sarah Dye, Melissa Tait, Susan Ford, Dave Lawrence

Sarah mentioned that the faculty has a list of concerns that they wanted to bring to the Steering Committee's attention. There are 70-80 adjunct faculty assigned to offices in the 2 new spaces Vince set up for them but there is no space for confidential conversations with students. There are some very small spaces in SRC. In a previous meeting it was commented that the new space needs to be about the students.

Second, there is a concern for building administration staff taking over adjunct space (i.e., Chief Eassa moved into space that was being used by about 15 adjuncts).

Third, in upper SRC, adjunct space may not be planned or adequate. There will be space but it may not be available next fall. They were told to start claiming space but it has already being assigned. There are a large number of adjuncts simply giving up and using their cars as

workspace.

Sue said that they know there will not be enough space but they do not know what to do about it. There is supposed to be shared space but it's often already being 'squatted in'.

Dave noted that they were told the ATC 2nd floor was designed for adjuncts, but it really is not. There are eight computers for potentially 80 people. There is a concern for sharing and privacy. Dave has seen, firsthand, adjuncts working out of their cars.

Sue mentioned that they need to be able to do the job and office time is required.

Dave said they like the new offices in ATC, but there is no room for whiteboards which are needed for some of the work.

They have never had, but do need, an office for the adjunct vice presidents. This would be a shared office.

Sarah has some concerns about something said at the dean's office yesterday. It sounds like the deans are planning to use the faculty office in lower SRC for their people. She feels that this will create some conflicts.

Adjunct offices need to be in close proximity to the classrooms or the students will not come. The offices should be separated by discipline. The needs of a math teacher are different from those of an English teacher.

Adjuncts do not want to be treated like sardines. Full-time faculty should make some sacrifices too. The Steering Committee pointed out that some full-timers do share offices.

Sue stated that adjuncts will take whatever space is available for the next two years. Sharon interjected that this issue has been well addressed in the new buildings but she is now looking for ideas about what should be done between now and 2012. 410 Renner is being considered as a backup in case the SRC third floor is not ready for next fall. 466 Renner should be ready for spring 2011. In all new construction a conference room is being provided next to each adjunct office to provide plenty of space for faculty to meet with students or each other.

Dave asked about the possibility of using mobile classrooms. Marketing and IT will be temporarily housed in mobiles during construction. Dave and Sue would rather hold classes in mobiles that move offices into these. Mobile trailers will be considered for additional space during construction. The VP of TLSD may be responsible for deciding which classrooms will be located in mobiles.

Melissa asked what faculty would like to see in these big offices. She

knows about white boards but what about computer needs, etc.? Dave likes the layout in the new upper ATC adjunct office. The idea of having work tables in the middle of the room is great. Square tables would work better than round so as people are moved out of the third floor, their round tables will be switched with square tables. The third floor SRC will get all new furniture. The locking file drawers were installed yesterday.

Once the new buildings are finished the space left vacant will be examined. Maybe some of this can become adjunct offices.

Adjuncts do not want cubicles because they do a lot of collaborative work.

The English faculty and Steering Committee met in SRC 175 to look at the office. More three high file cabinets could be added to accommodate 78 people.

**Steering Committee/Math Faculty Meeting
October 30, 2009**

Present: Sharon Konny, Vince Pelletier, Lauren Anderko, Robin Arnold, Paul Dawson, Sarah Dye, Jim Resser, Nicole Scherger, Melissa Tait

Sarah Dye apologized for not being very familiar with the Math Department's needs. All she received was a summary from Catherine Moushon.

The Math people are currently utilizing two building and hope to be brought back together. They currently have a shortage of classrooms and are sharing classrooms with other departments. Many instructors are using computer software and they would like to get smart classrooms with computer access. Better furniture is needed because some classrooms have inappropriate furniture. A common area for students would be ideal. It would be nice if this was centrally located to allow for collaborative learning and tutoring. Four computer labs are needed to accommodate hybrid classes.

Math faculty would appreciate regular communication with the Steering Committee on office and furniture needs. Math is the highest credit hour generator for the college.

Physical proximity of offices is important since instructors learn from each other so they hope to bring the adjunct offices close to the full-time offices. This creates a collegial environment and lends itself to promoting student success. They envision a student work area surrounded by faculty offices.

Anything the Steering Committee can do to accomplish this would make a significant impact on students. Many of the items discussed in this meeting will already be handled with the new construction. Large faculty offices are part of the plans with break-out rooms for small meetings between faculty and students.

Planning for the Math and Science building will take place in another year or two and faculty will be involved in this process. HBT will have many vacant rooms. The Steering Committee likes the idea of keeping departments together. Chemistry will stay where it is. Some departments have visited other institutions to see what is being done and the Math faculty is encouraged to do the same.

The classrooms in the new Renner facility will be prototypical of what is being considered throughout the campus. Furniture standards are being set for the entire campus.

Nicole feels that someone should be brought in from outside to determine the Math department's needs when the time comes. Paul explained that consultants have been brought in for all of the new projects and the same will be done for them.

1st Vice President's Report:

Luis Martinez
No report.

2nd Vice President's Report:

Susan Ford
No report.

3rd Vice President's Report:

David Lawrence
I continued to answer questions from UAF1 colleagues, referred some to FAQs and contract at www.eccfaculty.org. Sue and I met with VP of Instruction and will continue to do so biweekly. This helps clear up some problems before they become serious.

Committee Reports

Academic Policy:

Dawn Munson
APC met on Monday, October 26th from 3:00-4:30pm and discussed the following:

<i>Procedure</i>	<i>Point Person</i>	<i>Status</i>
(XX) Student Code of Conduct- (Currently 4.401)	Cowles	Voted out of APC to Deans meeting, presented to Deans on 10/28, Deans have until 11/06 to make comments
(XXX) Student Complaint (Currently 4.401)	Cowles	Voted out of APC to Deans meeting, presented to Deans on 10/28, Deans have until 11/06 to make comments
(XXXX) Student Appeal (Currently 4.401)	Cowles	Voted out of APC to Deans meeting, presented to Deans on 10/28, Deans have until 11/06 to make comments
Academic Integrity (To replace 4.407)	Cummings	Voted out of APC to Deans meeting, presented to Deans on 10/28, Deans have until 11/06 to make comments

Course Auditing (1.201)	McClure	Voted out of APC to Deans meeting, presented to Deans on 10/28, Deans have until 11/06 to make comments
Course Retake/Repeat (NEW)	Moore	No discussion at meeting due to illness, tabled until November meeting
Academic Forgiveness (NEW)	McClure	Discussion regarding alternative language, APC to further discuss at November meeting

At this time, APC has finally found its stride! We are working efficiently and getting procedures discussed and voted out to the Deans. One major procedure has gone on to the cabinet with (fingers crossed) more to follow before the December 10th deadline. APC's goal is to get back on schedule with reviewing procedures as they come up on an even/odd year rotation.

Academic Computing:

Dan Kocher and Mary Peterhans

No report. Next meeting is November 13th (changed from November 20th)

Achieving the Dream:

Linda Hefferin & Sarah Dye

- Campus Conversations on AtD Data Briefs were held with various faculty groups. Some were more successful than others, but the AtD co-chairs are seeking suggestions from attendees on how to improve the meetings.
- The **AtD Champions** list continues to grow and now includes Sharon Konny, Stephanie Bonvallet, John Brzegowy, Kathy Stover, Wendy Miller, Sumitra Duggirala, Margaret Parker, John Coffin, Sharon Colby, Jim Resser, Kim Hinrichs, Annabelle Rhoades, Dan VanTassel, Peggy Gundrum, Sandi Brown, Susan Timm, Celia Ramos, Susan Scott, Marilyn Prentice, Julie Hartley, Phil Howard, Elaine Reid, Jacque Sweetman, Bev Felder, Rich Tamme, Lynn Ducar, Bruce Austin, Jorge Phillips, Catherine Moushon, Rose DiGerlando, Joyce Fountain, Clark Hallpike, Dawn Munson, Shawn Mikulay, Tammy Few, Kathleen Callahan, Stephanie Franco, Heidi Brelsford, Debra Tewolde, This week's additions include the following: Micaela Banks, Daysi Diaz-Strong, Erica Romano, Frank Hernandez, Deborah Wollenberg, Irina DelGenio, Julie Schaid, Michael Shepherd, Jennifer McClure, Kristin Richmond, Amybeth Maurer, Peggy Heinrich, Irene Birkholz-Benter, Tony Spahr, Susan Van Weelden, Jeffrey Arena, Lauren Nehlsen, Tammy Few, Holly Lawyer, Michael Shepherd and many others who attended the Focus Group Session with our Data Coach, Luzelma Canales.
- The AtD initiative is now live on the ECC website. Please navigate to http://elgin.edu/faculty.aspx?id=2662&ekmensen=c580fa7b_10_142_btlnk . AtD will have a presence on the new eNet when it goes live too.
- For more information about AtD, please take a look at the AtD website, <http://www.achievingthedream.org/user/registerbasic.aspx>, for some parts of which you will need our institutional access code. Contact Linda Hefferin, Sarah Dye, Mary Perkins, or Phil Garber for the code.

Alliance for College Readiness: Alison Douglas

In the past month, the Alliance for College Readiness has continued its efforts to align curriculum and college readiness expectations between ECC and its feeder high schools.

- The College Readiness Advisory Council, including key administrators from each high school district met on October 12, 2009.
- New Assistant Dean for College Readiness and School Partnerships, Julie Schaid, has also been meeting with administrators from each high school district to discuss their college readiness and school partnership needs.
- The Alliance teams (Reading, Writing, Math, STEM, and Student Services/Parent Communication) all met in the past month and continue their efforts to communicate college readiness expectations to faculty, students, and parents.

In addition to these regular activities, the Alliance is focused on two big upcoming events.

- We are finalizing offerings for the Kane County Faculty Development Day to be held at ECC on February 26th. The Faculty Development Day is a professional development opportunity for all secondary faculty and counselors in the Kane County Educational Region. The Alliance plans to offer two college-readiness workshops focused on cross-curricular reading and critical thinking skills and one targeted to high school counselors and focused on creating a college-going culture in the high schools.
- The PLANS event will bring 30 students (9th-11th grade) from each high school to ECC in spring 2011 to continue developing cohorts of college ready students through on-going education and awareness activities for both parents and students.

Amendments Committee:

Dan Kocher

Tasks completed: Revised and approved Constitution currently posted on opening page of the ECCFA website as a .pdf file.

Assessment Committee:

Shawn Mikulay

No report.

BOT Finance Committee:

Linda Hefferin

Audit. ECC received unqualified opinions on its Financial Statements. The college was congratulated on preparing a full comprehensive annual financial report, which goes well above and beyond the minimum requirements of Generally Accepted Accounting Principles of Illinois Compiled Statutes and the ICCB Fiscal Management Manual. ECC is one

of only 16 community colleges in the state and one of 61 in the country to receive a clean, unqualified opinion.

Budget. Due to the economy and the CPI, ECC was very conservative when looking at expenditures. The basis of the 2011 projections is the 2010 budget with funding levels being kept level, with a few exceptions. Instructional supplies and instructional printing are increasing by 3% for growth along with some of our contractual type services that will increase. Things like travel, meetings, etc. were left even. Salaries have been increased based upon contractual agreements. Benefits included a 7% increase based on historical trends. A slight increase was anticipated for property taxes based on the new properties. Some increase was projected in tuition and fees based upon enrollment trends.

Next meeting. The next meeting of the Finance Committee will be held December 7, 2009.

Branding Committee:

Tim Kaar

Tasks completed

Communication Liaison:

Gary Christenson

No report

COPE:

Ron Kowalczyk

No report

Curriculum:

Maureen Lange

No report

Elections:

Bill Demaree

Faculty Development:

Beth Santell

Group proposals were awarded at the last meeting. The next group proposal deadline will be February 26, 2010.

FAVs

Dan Kernler

GIST

David Burke

Grievance:

Howard Russo & Sue Ford

We are looking into a textbook selection issue with one of the Deans. The Dean is trying to dictate which text will be used for all sections taught regardless of who's teaching it. We also want to remind all FT and UA2 Faculty that textbook selection is part of your job description.

Humanities Center:

David Burke

Insurance	Sarah Dye & Howard Russo No report.
IT:	Tim Kaar, Dan Kocher Committee status on hold
Learning Communities (Steering)	Alison Douglas Eight faculty members attended the first Integrative Learning Roundtable. Discussion focused on the purpose of integrative learning and ways to create integrated experiences for our students without formally established student cohorts. The faculty attending voiced a commitment to increasing the deep learning of ECC's students by developing and implementing more integrative strategies in their classrooms. These faculty members will meet again on November 4 th to share their efforts in this direction. The Learning Communities Steering Committee is encouraging faculty to develop new learning communities Gateway courses with low student success rates. Members of the Steering Committee will be contacting faculty who teach these courses to encourage them to consider this strategy as a means to increase student engagement, deep learning, and success.
MAGIC:	Joyce Fountain
Membership:	Tim Anderson Full Time – 136 signed members out of 142 eligible UAF2 – 131 signed members out of 176 eligible UAF1 – 45 signed members out of 146 eligible Total Membership: 312 out of 464 eligible
Negotiations:	Luis Martinez. No report.
Scholarship:	Steve Trail
Sentinel:	Bill Demaree The next issue will appear Monday, 16 November. Deadline for submissions is Friday, 13 November.
Sick Bank:	Ellie Swanson No report
Strategic Planning Committee:	Phil Garber, Elizabeth McNulty, Jim Dittus, Sumitra Duggirala The Strategic Planning Committee is in the process of reviewing the College's <i>Performance Report</i> of objectives and key indicators from last fiscal year. This review process allows the team to dialog about existing measures, to work towards more effective measures, and to formulate FY2011 annual objectives. The review process is expected to last three

(3) months. Afterwards, the committee will begin its work on FY2011 annual objectives, which are due in April 2010.

Student Email Rollout:

Tim Kaar & Dan Kocher

Committee's charge has been completed.

VP for TLSD Search:

Roger Ramey

Webmaster:

Tim Kaar

No report

Attachments to the electronic copy of Senate agenda or handouts available at the Senate meeting on Wednesday:

1. Treasurer's Report
2. CCSSE Executive Report – Please print out your own copies in color so you can see the graphs

Visitor(s) to future Senate meetings:

DRAFT