



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



ECCFA Senate Agenda
Alumni Room, SRC 174 3:00 PM – 5:00 PM
Wednesday, November 18, 2009

Call to Order (at 3:00 PM): Sarah Dye
Recognition of Visitors & Guests: Sarah Dye
Sheri Lacy, ECC Foundation Office
Secretary's Report: Cindy Hutman (November 4, 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:
ULI Nov. Course**

Tim Kaar & Dan Kocher
Luis Martinez, Mary O'Sullivan, Sumitra Duggirala,
Armando Trejo
Roger Ramey
Tim Kaar

**VP for TLSD Search:
Webmaster:
Other committees**

Special Orders

Consent Agenda: *Committee Approvals Requested:*

1. **Civility Initiative Committee:** Abraham Martinez-Cruz

Old Business

Evaluation of administration
ECCFA's End of Semester Get-together

New Business

Division Issues

Adjournment

Written Reports for November 18, 2009

Officers' Reports

Secretary's Report:

Cindy Hutman

Minutes for November 4th 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

Construction Updates from Sharon Konny:

Spartan Drive – The rehabilitation of Spartan Drive is on schedule, partially due to the great weather we've been enjoying. We still anticipate the road opening by December 1st.

Parking Lots – Construction started on November 12th on the new parking lot located between lot 5 and Spartan Drive. This new lot will provide 400 parking spaces and will be ready in time for the start of the Spring 2010 semester.

Bond Issuance – The structure is in place for the first bond sale, which is scheduled to be approved at the December Board meeting.

- Series 2009A, \$5,200,000 General Obligation Bonds, Bank Qualified, underwritten by BMO Capital Markets
- Series 2009B, \$4,800,000 General Obligation Bonds, Build America Bonds, underwritten by Edward Jones
- Series 2009C, \$35,000,000 General Obligation Bonds, Build America Bonds, competitive sale

The Library, Health Careers Center and multi-purpose classroom building continue to move forward, on schedule.

The ground breaking ceremony for the multi-purpose classroom building is scheduled for January 29, 2010, and ground breaking for the Library and Health Careers Center is scheduled for March 12, 2010.

From the AFT:

[Duncan Calls for End to Demonizing of Teacher Unions](#)

In remarks on Nov. 9 to the U.S. Chamber of Commerce, Education Secretary Arne Duncan called for an end to the demonization of teachers and their unions, noting that "we have thousands of terrific schools with union teachers and thousands of underperforming schools without them."

Duncan's remarks came during the release of "Leaders and Laggards," a joint project of the U.S. Chamber of Commerce, the Center for American Progress and the American Enterprise Institute that

evaluates state education systems' readiness for the challenges that lie ahead.

"In calling on business leaders to view unions as partners rather than scapegoats, Duncan said that today's labor leaders are increasingly aware of their obligation to lead school improvement efforts," AFT president Randi Weingarten says.

"As Duncan has seen firsthand in school visits across the country, schools succeed where there is collaboration, cooperation and a culture that respects teachers' and parents' views. Duncan also has seen AFT local, state and national leaders not just responding to change but driving it. We are leading change at the local level through new and expanded approaches to collaboration with districts, parents and community organizations.

"In addition, the recently initiated AFT Innovation Fund is providing grants for groundbreaking, teacher-led measures to improve our schools. Local and state unions are leading the way by actively seeking to improve outdated teacher evaluation and compensation systems, and by aligning them to what is both good for kids and fair to teachers. AFT members are doing more than ever before to make a difference in their classrooms and communities.

"While Secretary Duncan offers a constructive and thoughtful vision for better schools, the new 'Leaders and Laggards' report disappoints by offering old-hat, top-down measures that have failed to transform our schools, most recently from the impact of certain harmful aspects of No Child Left Behind. The report's recommendations are little more than a defense of the factory model of education, which has of late turned schools from havens for learning into test-taking factories.

"Secretary Duncan's approach is right on target. It is time to end the finger-pointing, set aside differences and start working together on behalf of our students. When schools work, it is because the entire community—businesses, teachers, their unions, kids and parents—has a stake in that success. The AFT brings to the table the instructional wisdom of our members and the firsthand knowledge of what works in our schools and classrooms. We are prepared to be active partners and leaders for excellence on behalf of our students." *[AFT press release]*

1st Vice President's Report:

Luis Martinez

In November, along with Sue Ford, attended a meeting with Dr. Vince Pelletier, Rose DiGirelando and Julie Schaid. Among the topics discussed where:

- Possibility of opening campus during the spring break for upper SRC faculty to move the contents of their offices to their temporary location. Diligences will be made with Cal Byrd and Chief of Police Emad Eassa in order to make this possible.

- The parking lots situation was also discussed. We asked Dr. Pelletier about the estimated number of parking spaces that will be lost due to construction starting next spring and what remedies were going to be implemented by the college. Dr. Pelletier informed that the construction will result in approximately 600 parking spaces lost by the spring break. The staff parking lot will be closed by Spring break. There are plans to add more parking spaces (i.e. soccer field) and reconfiguring/restriping existing parking lots. This will result a gain of approximately 600 parking spaces with a real possibility of having an additional 200 more.
- ECC is exploring the possibility of a dual credit program. Further discussion is needed to determine the viability of such a program.

2nd Vice President's Report:

Susan Ford New UA2 Offices—

- SRC 175 currently has 54 locking file drawers; 30 more are on order. ATC 239 has 50 file drawers; 20 more are ordered. A particular number of drawers and particular drawers have been assigned to each dean. UAFs will not choose a drawer; the deans' offices will assign particular drawers to the adjuncts housed there from their division. UAFs assigned to either office should contact their dean for a key to a drawer.
- A portable white board (66 x 42 or 48) is being ordered for each room.
- One of the partitioned areas in ATC239 is being removed.
- The round tables in SRC 175 will be replaced by oblong tables.
- These additions/changes will be made as soon as the new equipment arrives.
- For the time being, assignment to ATC is essentially permanent. However, SRC 175 will be available for UAF office space only until remodeling of the cafeteria and dining areas begins in the fall of 2011, so we have that space for about 1 ½ years.
- I still have to get answers about more computers for SRC 175 (the problem is space!), WiFi, D2L, Online.
- Dave and I received the list of all UAFs assigned to these offices (now and future) and sent them the info about drawers and keys.

Inequity Issue—VOL/Summer Pay vs. Adjunct Pay—I submitted a report to Sarah showing the pay(Lane and Step) for all of the adjuncts in one large department. It confirmed that only those adjuncts with significant credentials and many years of teaching experience were paid more per credit/contact than VOL or Summer pay. The total was fewer than 1/3 of the UAFs in the particular department.

UAF Meeting:

- Minutes and handouts are still to be sent.
- UAF senators will meet after Thanksgiving break to determine our next UAF info meeting (perhaps Opening Day evening).

Investigation: CIP--No new info on SURS/CIP eligibility

Medicare withholdings—problems—No further reports of possible errors. (That is assuming that everyone got the info and check pay advices /stubs).

Questions:

- Union status if a semester is missed—One maintains his/her UAF status for up to 4 consecutive semesters of inactivity. Missing one does not change anything except the accumulation of semesters for seniority (8.13)
- Pay for committee work is for only committee meeting time.
- Lane Movement for UA1s, Faculty Development, approval for development, and filing credentials with HR.

MISC: I received a complete list of all UAf lane and step placement from Kristen in HR. It will be helpful for negotiations.

3rd Vice President’s Report:

David Lawrence

We think we finally have the drawer space process figured out for the two new adjunct offices.

The Deans are to send names of adjuncts assigned to the offices to Ella Bizik. She will then see that the keys get distributed (probably by the Dean's admins.)

Committee Reports

Academic Policy:

Dawn Munson

No report

Academic Computing:

Dan Kocher and Mary Peterhans

The Academic Computing Committee met on Friday, November 13, 2009. It reviewed the results of its first self-assessment survey. While noting areas where definite progress had been made members also indentified areas where performance could be improved. There were also a number of suggestions for areas of focus for the coming year. A summary of the committee’s self assessment will be published on its eNet web page: <http://enet.elgin.edu/itindex2.asp?id=263>.

The committee reviewed some twenty plus “topics” introduced at the previous meeting. Some of these topics will be addressed by the committee itself while others may be referred out to other ECC organizations. Once introduced a topic will not be considered resolved without the concurrence of the person who introduced it. Once the topic descriptions are finalized, this too will be posted on the committee’s web

page.

Two sub-committees were established in response to the items identified in the committee's self assessment. The first was a communications sub-committee which is to take inventory and evaluate the existing vehicles used to communicate IT information, procedures and policies in the past. The committee will also take a look at new technologies that may fulfill that purpose in the future. The committee's objective is to make a recommendation for consideration by the full committee at its February meeting. The second committee is to address the Mission, Scope and Goals for the Academic Computing Committee. This was a charge given to the committee when it was formed but was not formally undertaken this past year. It too will be asked for a report prior to the February meeting.

The next meeting is scheduled for February 19th. Subcommittee reports will be reviewed at that time.

Achieving the Dream:

Linda Hefferin & Sarah Dye

- The second round of AtD student focus groups is underway. Qualitative data has also been collected from three campus conversation sessions which were held in October. Open forum sessions for all ECC employees are scheduled for Tuesday, December 1, from 3 – 5 p.m.; and Friday, December 4, from 9:30 – 11:30 a.m. The theme for Opening Day Convocation is student success, featuring keynote speaker Kay McClenney, Director of the Community College Survey of Student Engagement (CCSSE).
- Please continue to encourage your colleagues to become an AtD champion! Send an email to Sarah Dye (sdye@elgin.edu) with the Subject line: "I Want to be an AtD Champion" to be added to our growing list.
- The **AtD Champions** list currently includes Candy Moore, 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, Jacquie 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, 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.

- The AtD initiative is now live on the ECC website. Please navigate to http://elgin.edu/faculty.aspx?id=2662&ekmense=c580fa7b_10_142_btnlink . 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**

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**

Michelle Noel will be facilitating a brown bag session on December 3rd at 2pm. The brown bag will be focused on what we can do and what we need to do in relation to improve writing across the curriculum.

A best practices fair will be held on April 16th to promote assessment activities.

BOT Finance Committee: **Linda Hefferin**

Branding Committee: **Tim Kaar**

From Jeff Arena:

Stop by the Copy Center, Student Resource Center, Room SRC 153 for **Brand Exchange Days** this Tuesday through Thursday. Bring outdated letterhead and receive replacements for free. (We'll reuse/recycle the old.) Browse through samples of other branded items you can order. And learn about the new resources you can download.

Brand Exchange Days

Tuesday, November 17, 10 a.m. to 7 p.m.

Wednesday, November 18, 10 a.m. to 7 p.m.

Thursday, November 19, 8 a.m. to 5 p.m.

Communication Liaison: **Gary Christenson**

No report

COPE: **Ron Kowalczyk**

I am finalizing a revised COPE check-off form to be placed on the ECCFA COPE webpage. By placing the form on the website, members will be able to sign up for payroll deductions throughout the year, rather than just at the beginning of each semester like we have done in the past. I hope to

have this completed for review by the executive board by the end of the week, and to Tim by the beginning of next week.

Curriculum:

Maureen Lange

The Curriculum Committee met on November 6.

The following courses were approved for 2nd reading:

- A. CHM 101 Preparatory Chemistry – Outcomes Change
- B. CHM 142 General Chemistry I – Semesters Offered, Outcomes Changes
- C. CHM 143 General Chemistry II – Outcomes Change
- D. CHM 234 Organic Chemistry – Outcomes Change
- E. CHM 235 Organic Chemistry – Outcomes Change
- F. GEO 115 Intro to Physical Geography – Outcomes Change
- G. MTH 110 Math for Elementary Teaching I – Prerequisite, Description, Topics, Outcomes Changes
- H. MTH 113 Math for Elementary Teaching II – Description, Topics, Outcomes Changes

First readings were conducted for the following courses:

- I. ABE 077 Begin Basic Computer Literacy Skills – Course Withdrawal
- J. ABE 078 Beginning English Grammar Skills – Course Withdrawal
- K. ABE 086 Basic Mathematics I – Outcomes Change
- L. ASE 094 Constitution Review – Outcomes Change
- M. ASE 097 Spanish GED – Outcomes Change
- N. ASE 099 GED Program – Outcomes Change
- O. MTH 126 Calculus for Business/Social Science – Outcome Change

There are three meetings remaining for the semester. The next meeting is Friday, November 20.

Elections:

Bill Demaree

Faculty Development:

Beth Santell

FAVs

Dan Kernler

I will be sending out information regarding the Northern Illinois Food Bank drive on Monday. We'll need several volunteers to help deliver the bins, hang signs, periodically empty the bins and organize the food, and also to help load the truck at the conclusion of the drive. Special thanks to Alpha Beta Gamma, which will be helping create signs around campus announcing the drive.

GIST

David Burke

Grievance:	Howard Russo & Sue Ford No Report
Humanities Center:	David Burke
Insurance	Sarah Dye & Howard Russo
IT:	Tim Kaar, Dan Kocher Committee status on hold
Learning Communities (Steering)	Alison Douglas
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 Represented the ECCFA along with President Sarah Dye, in the negotiation process of the librarian/counseling faculty evaluation form. We heard from the counseling department represented by John Coffin and Arturo Vasquez. The work continues, with more meetings to come.
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 No report
Student Email Rollout:	Tim Kaar & Dan Kocher Committee's charge has been completed.
ULI Nov. Weekend Courses:	Armando Trejo, Sumitra Duggirala, Mary O'Sullivan, & Luis Martinez 1. From Armando: During the Union Leadership Grievance Administration session I read the ECC collective bargaining agreement more carefully and subsequently have a deeper understanding of the grievance writing

process.

This session started with the ULI Training Program Pre-test. Then the participants viewed a drawing that could be seen in two different ways: as an old lady face or as a young lady face. This was the premise for the two day workshop: interpretation and perception. In general, the workshop presented guidelines to help Union representatives process and write grievances. Attendees had the opportunity to scrutinize several grievances, read the documents of a variety of contracts, review scenarios, and actually write grievance documents.

In particular, I was impressed with the emphasis placed on the importance of the “little” details of the grievances process such as: do not allow personal animosity, investigate the grievance thoroughly, process the grievance promptly, take notes and keep written records, keep the grievant informed, treat all members of the bargaining unit the same, have a valid reason for any action taken on a grievance and if the grievance clearly lacks merit and cannot be won at the lower steps or in arbitration, drop it.

The Union Leadership Institute Grievance Administration was held on Saturday, November 7, 2009 and Sunday, November 8, 2009 at the Robert M Healey Center. This workshop was taught by Lynnette Sculuca and Terry Towler.

2. From Sumitra:

I attended the Introduction to Bargaining last weekend (7 and 8 Nov) at Robert Healey Center, Westmont, IL. Kathy Shaevel was the instructor that weekend. I was pleasantly thrilled with the rigor of the ULI course. The course gave me the legal background of the union processes. I came to know what is bargainable and what is not. Although the content and examples seemed geared towards K 12 institutions, there was enough to engage the community college professionals as well. We did a few hands on activities and got to understand our individual bargaining styles. I am looking forward to the next two sessions.

3. From Luis:

On November 7th and 8th I attended the first session of the ULI “Grievance Administration” Course along with Armando Trejo. Very good first session. Very informative, practical and with good real grievance examples. The instructor, Lynnette Sculuca, is very engaging and makes the class enjoyable and attendees are eager to participate in the discussion. Next session will be in February 2010.

VP for TLSD Search:

Roger Ramey

The job is posted & I will have two copies of the brochure to pass out at Senate.

Webmaster:

Tim Kaar

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

1. Treasurer's Report
2. ECC United Way and Employee Campaign Appeals

DRAFT