



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, December 2, 2009

Call to Order (at 3:00 PM): Sarah Dye
Recognition of Visitors & Guests: Sarah Dye

Secretary's Report: Cindy Hutman (November 18, 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:	Dan Kocher & 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:
Webmaster:
Other committees

Roger Ramey
Tim Kaar

Special Orders

Consent Agenda: *Committee Approvals Requested:*

Old Business

Evaluation of administration (tabled)
ECCFA/TLSD's End of Semester Holiday Gathering
Harassment (Lori Clark)

New Business

Division Issues

Adjournment

DRAFT

Written Reports for November 18, 2009

Officers' Reports

Secretary's Report:

Cindy Hutman

Minutes for November 18th 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 VP Sharon Konny:

Spartan Drive – The rehabilitation of Spartan Drive is progressing. Curbs should be poured this week, and as soon as the curbs are set satisfactorily, paving will begin. Let's hope for mild temperatures in the upcoming weeks.

Bond Issuance – The College conducted its "bond rating" conference call with Moody's on November 19th. We are anxiously awaiting word on the College's Bond rating for the upcoming issuances.

The Library and Health Careers Center continue to move forward, on schedule.

Bid packages for the multi-purpose classroom building will hit the street mid-December. Bid openings will take place on January 12 & 13, 2010, and will be awarded and approved at the January Board meeting.

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 now scheduled for March 11, 2010 (changed from March 12, 2010).

1st Vice President's Report:

Luis Martinez

On November 23rd, the ECCFA Vice Presidents met with Dr. Vince Pelletier. The topic of dual credit was again discussed, and questions were raised about the needs a dual credit program will serve, and differences between middle college and dual credit. The concerns expressed by faculty at the senate meeting and other venues were conveyed to Dr. Pelletier. ECCFA requested a written proposal on dual credit stating the benefits for both, ECC and High School students. Dr. Pelletier stated that his office is on a strictly investigative mode on this issue.

2nd Vice President's Report:

Susan Ford

UAF Load Issue at FSq. Marcia and I met with Vince Monday to discuss instructor's "switching" classes—department need, not their own. Marcia explained how the "system" for staffing ESL classes works and resulted, for SP10, in a number of unstaffed 6 hour classes. Vince will decide if "switching (not bumping) to get experienced teachers in those classes rather than new hires would be approvable. The potential "switches"

would involve at most 5 instructors changing a 3 hour class for a 6 hour class; then the open 3 hour classes may go to other UAFs as extra load.

NOTE: I thought that schedule building was the deans' prerogative.

New position--Director of CAC events: A person has been hired, and Vince did tell us a little about it. Since 490% of the job will be as an instructor, the ECCFA has requested a copy of the job description. As of end of the day Monday, Nov. 30, we have not received a copy.

Dual Enrollment—Update:

- The College is continuing to investigate how such programs are done at other schools. A report shows that some colleges hold such classes totally in the high schools; others have some in high schools and some on campus; still others hold classes only on the college campuses. As yet, there are no details about staffing and pay for other colleges' dual enrollment programs.
- ECC is looking at funding through the high schools' state funding apportionment. Vince promised to keep us "in the loop".

UAF/Part Time Consultant: Apparently, anyone already employed by the college can also be hired as an independent consultant for special projects, provided the work is not or could not be done by a "regular" employee. The work of anyone in SSECCA, ECCFA, IBEW cannot be "farmed out".

New UA2 Offices—

- More locked files are on order as well as large portable white boards—1 for each room
- Keys are being distributed
- Other changes to each room will occur as equipment/furniture arrives

Questions/Answers:

- Mid-term negotiations on Librarian and Counselor evaluations—referred adjunct to Sarah
- Admitting a student without prerequisites to your class. It is up to each instructor to evaluate the student's need/readiness and decide whether or not to admit the student—Add/Drop signature. If the department has a test you can use—fine—you can use it; if it does not, it's up to you to determine if and how a student may qualify for your class. (I don't know if this can apply to various levels of developmental classes. I am fairly certain it does not apply to students who placed into developmental classes and want to "skip" them and enroll in college level courses.)

REMINDERS

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).

Misc:

Luis Martinez and Kathryn Skates each have copies of the contract, so contact one of them if a constituent does not have a copy.

Committee Reports

Academic Policy:

Dawn Munson

No report

Academic Computing:

Dan Kocher and Mary Peterhans

No report. The next meeting is scheduled for February 19th.

Subcommittee reports will be reviewed at that time.

Achieving the Dream:

Linda Hefferin & Sarah Dye

- On Tuesday, December 1, from 3-5 PM, and Friday, December 4, from 9:30-11:30 AM this week, please attend one of the AtD Campus Conversations that have been scheduled in the UBC. The latest data briefs, #4 and 5, have been released in an email from Dr. Sam and will be available at the meetings. The purpose of these forums is to engage faculty and staff in discussions about what barriers students are experiencing.
- 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, 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 Tewelde, 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, Heather Larkin, Vany Wells.
- The AtD initiative is now live on the ECC website. Please navigate to http://elgin.edu/faculty.aspx?id=2662&ekmense=c580fa7b_10_142_btnli nk . 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**

No report

BOT Finance Committee: **Linda Hefferin**

Branding Committee: **Tim Kaar**

The committee's work is completed.

Communication Liaison: **Gary Christenson**

I've sent out a press release (see attached handouts) regarding the ECCFA food drive (see attached). The release was transmitted to the Courier News, Daily Herald, Kane County Chronicle and Northwest Herald. I would expect to see some mention of our drive in these papers later in the week.

Expect to find a blurb about the food drive in the local section of the paper or even in a calendar section where organization activities are posted. It's good to remember how releases are treated by papers. Editors fully realize that releases are ways for organizations to get free advertising via a news story. Therefore, it's not unusual to see releases in abbreviated form when printed. Sometimes releases are ignored completely if they're perceived as too self-serving. Because ours is very community minded, I think each paper above will feel obligated to give some mention to our project.

I don't see all of these papers, so if you do see a write-up about our release and can forward it to me, I'd appreciate it.

COPE: **Ron Kowalczyk**

No report

Curriculum: **Maureen Lange**

The following were approved for second reading:

ABE 077 Begin Basic Computer Literacy Skills – Course Withdrawal

ABE 078 Beginning English Grammar Skills – Course Withdrawal

ABE 086 Basic Mathematics I –Outcomes Change

ASE 094 Constitution Review – Outcomes Change

ASE 097 Spanish GED – Outcomes Change

ASE 099 GED Program – Outcomes Change

MTH 126 Calculus for Business/Social Science –
Outcomes Change

GLY 220 Vertebrate Paleontology Field Method – New
Course (articulation received)

The following were approved for first and second reading:

ASE 050 Introduction to Healthcare Professions – Title,
Description, Prerequisite, Semesters Offered, Topics, and
Outcomes Changes

ESL 050 Introduction to Healthcare Professions – Title,
Description, Prerequisite, Semesters Offered, Topics, and
Outcomes Changes

The following were approved for first reading:

ESL 051 Introduction to Healthcare Professions – New
Course

ABE 079 Beginning Basic Mathematics – Outcomes
Change

ABE 087 Basic Mathematics II – Outcomes Change

ASE 098 Introduction to GED – Outcomes Change

Prerequisite, Description, Topics and Outcomes Changes

NUR 105 Basic Nurse Assistant Training Program

NUR 114 Nursing Fundamentals – A

NUR 115 Nursing Fundamentals – B

NUR 122 Caring for Women and Children

NUR 150 Nursing Transition

NUR 212 Complex Health Challenges I

NUR 220 Complex Health Challenges III

NUR 222 Integrative Nursing Experience

NUR 224 Professional Socialization

Prerequisite and Proficiency Changes

NUR 116 Introduction to Pharmacology

Prerequisite, Topics and Outcomes Changes

NUR 124 Professional Aspects of Nursing

Prerequisite, Description, Proficiency, Topics and Outcomes Changes

NUR 120 Common Health Challenges

NUR 214 Complex Health Challenges II

NUR 290 Special Topics in Nursing – Course Withdrawal

FLC 101 Elementary Chinese I – New Course

FLC 102 Elementary Chinese II – New Course

FLJ 101 Elementary Japanese I – New Course

FLJ 102 Elementary Japanese II – New Course

MUS 150 Critical Listening for Audio Pros – New Course

MUS 160 Fundamentals of Music Technology – New
Course

MUS 170 Recording Techniques 1: Rec./Acous. – New
Course

Elections:

Bill Demaree

Faculty Development:

Beth Santell

No report

FAVs**Dan Kernler**

An email was sent out to EVERYONE announcing our 2nd annual food drive to support the Northern Illinois Food Bank. We still need a couple more volunteers to empty all the bins at the conclusion of the driver, and a couple more to help load the delivery truck from NIFB. Interested volunteers should contact Dan Kernler at dkernler@elgin.edu.

GIST**David Burke**

Both the GIST Curriculum and the Study Abroad and Faculty Exchange Subcommittees issued calls for faculty to apply for grants. The Curriculum Subcommittee will be funding successful proposals from faculty for infusing a course or courses with international content. The Study Abroad and Faculty Exchange Subcommittee will be funding faculty projects outside the United States in locations faculty have identified as being areas that they would like to offer ECC students study abroad opportunities. Application deadlines, duly announced, were Dec. 1st and Dec. 2nd, respectively. Awards granted will be announced by mid-December. The Study Abroad and Faculty Exchange Subcommittee will be considering proposals from faculty to be initiated and completed during the 2010 – 2011 academic year later this spring. Look for future announcements!

Grievance:**Howard Russo & Sue Ford**

Checks were mailed out last week for the grievance settlement of professional expense/development reimbursements that were paid via payroll to full-time and UAF-II faculty in 2009. HR has determined that 97 employees are due a refund of all taxes that were erroneously withheld on items that should have been processed as non-taxable.

Humanities Center:**David Burke**

The ECC Humanities Center has been open from October 2009 and will remain open until the start of Final exams on Dec. 16th. The Center will reopen with the start of Spring 2010 classes on January 19, 2010. There has been much activity this fall semester with the student work-study employees busy doing internet searches for local community groups the Center will be surveying in the spring, with discovering the latest information for faculty fellowships and student scholarships and internships in the Humanities. The Center's Speakers Series presented a full roster of speakers for fall semester. These included Father Jack Davis, Prof. Mark A. Lause, and Scott Fife. The Center's International Film Series initiated its offerings and presented three films during the semester: "Balzac and the Little Chinese Seamstress", "Max and Mona", and "The Night of Truth." Additionally, the Film Series was granted a

Tournees Film Festival award through a private foundation that works closely with the French government. Look forward to a French film festival this spring! Dates and still being firmed up, but it will most likely occur the first week of March 2010. In Spring 2010, the Speakers Series and International Film Series committee members will work on establishing their offerings for the 2010 – 2011 academic year. If you have any suggestions, let me know and I will be happy to forward them to the appropriate committees.

Insurance

Sarah Dye & Howard Russo

No report

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

No report

Scholarship:

Steve Trail

Sentinel:

Bill Demaree

There will be one more *Sentinel* for the fall 2009 semester. The deadline for submissions is Friday, 11 December; the issue itself will appear on Tuesday, 15 December.

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.

VP for TLSD Search:

Roger Ramey

The 1st committee meeting will be the week of 12/7.

Webmaster:

Tim Kaar
No report

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

1. ECCFA Food Drive Press Release
2. ECCFA Food Drive Poster
3. ECCFA Food Drive Grocery List
4. ECCFA Food Drive Bin Locations
5. ECCFA/TLSD-sponsored End-of-Semester Holiday party
6. Tips and Strategies for Addressing Harassment (from Crystal Kerwin)
7. ECCFA COPE Charge-off Form
8. ECCFA Treasurer's Report

ECCFA

The Elgin Community College Faculty Association

Sunday, November 29, 2009
FOR IMMEDIATE RELEASE

CONTACT:

Gary Christenson
847-214-7533
Cell: 847-602-1115
gchristenson@elgin.edu

ECC Faculty Association Sponsors Food Drive

ECC faculty will hold a holiday season food drive for area needy beginning Tuesday, Dec. 1 through the end of the semester, Thursday, Dec. 17.

The ECC Faculty Association invites all visitors to the college campus to donate appropriate food items to any of the campus's eight collection sites. These sites are

- Student Resource Center (SRC) east entrance
- Student Life Office entrance
- Instruction Center (ICT) first floor entryway
- Math and Science Center (MSC) first floor
- Health and Business Technology Center (HBT) lobby
- Industry Training Center (ITR) lobby
- Visual and Performing Arts Center (VPAC) lobby
- Fountain Square Campus

Collected food will be given to the Northern Illinois Food Bank for distribution. This St. Charles-based organization helps supply local food pantries in communities outside of the Chicago-Cook County area.

Last year the ECCFA collected over 1,000 lbs of food and \$740 in monetary donations. Food items sought include processed foods in boxes, such as macaroni and cheese, cereals and flour-based mixes, canned goods, such as soups, tuna, vegetables and fruits, as well as drink mixes. No glass containers can be accepted.

Families are also in need of household items, such as diapers and baby wipes, personal hygiene and grooming products, paper towels and toilet paper.

Donations by check made out to the Northern Illinois Food Bank may be dropped off or mailed to the office of Dr. Linda Hefferin, ICT 209, Elgin Community College, 1700 Spartan Drive, Elgin IL 60123. Cash donations are also welcome.

The past year has been a particularly hard one for area families. According to the Northern Illinois Food Bank, need is up 35 percent over last year. The ECC Faculty Association asks those who can to join in easing this burden during this season of giving.

ECCFA FOOD DRIVE

TO BENEFIT

THE NORTHERN ILLINOIS FOOD BANK



**Northern Illinois
Food Bank**

delivering food assistance
to your community

The ECC Faculty Association, in conjunction with the Northern Illinois Food Bank, is again sponsoring a food drive, and we need your help! **Please join us in our efforts to help local families.**

Dates: The food drive will begin on Tuesday, 12/1 and conclude on Thursday, 12/17.

Collection Sites:

1. Student Resource Center (SRC) east entrance
2. Student Resource Center (SRC) outside the Student Life office
3. Instruction Center (ICT) 1st floor entryway
4. Math and Science Center (MSC) 1st floor
5. Health and Business Technology Center (HBT) lobby
6. Industry Training Center (ITR) lobby
7. Visual and Performing Arts Center (VPAC) lobby
8. Fountain Square campus

Monetary donations are also happily accepted. Please make checks out to "NIFB" and send to Linda Hefferin, ICT 209.

Questions: Dan Kernler, ECCFA Volunteer Coordinator, 847.214.7503 or dkernler@elgin.edu

**Consider
Donating the
Following Items**

Canned Fruits &
Vegetables

Canned Meals
(soups, stews, chili)

Tuna

Peanut Butter

Cereal
(dry, oatmeal, bars)

The Northern Illinois Food Bank acquires donated food from retailers, manufacturers, and community resources and distributes it through a network of 520 food pantries, shelters, and soup kitchens in 13 northern Illinois counties. For more information, visit www.NorthernILFoodBank.org.

GROCERY LIST

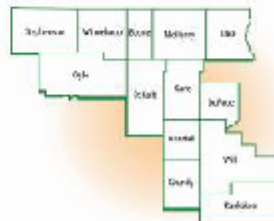
Please remember your hungry neighbors when you shop.



- canned or bagged beans (baked, kidney, lima)
- canned tuna, chicken, & other meats
- processed cheese
- soups and stews, broth, chowder, chili
- peanut butter
- canned fruits & vegetables (also apple sauce)
- cereal
- flour
- flour-based mixes (bread, brownie, cake, muffin, pancake, waffle)
- pasta
- boxed meals (mac & cheese, helpers, rice mixes)
- rice
- diapers & baby wipes
- personal care items (shampoo, conditioner, soap, toothpaste, shaving cream, razors)
- household products (toilet paper, paper towels, tissue, paper plates, utensils)
- coffee, tea bags, hot cocoa mix
- drink mixes
- juices (100% preferred)
- milks (condensed, evaporated, powdered)
- powdered creamer
- jams, jellies
- ketchup, mustard, relish
- barbeque sauce
- pickles
- syrup
- cooking oils



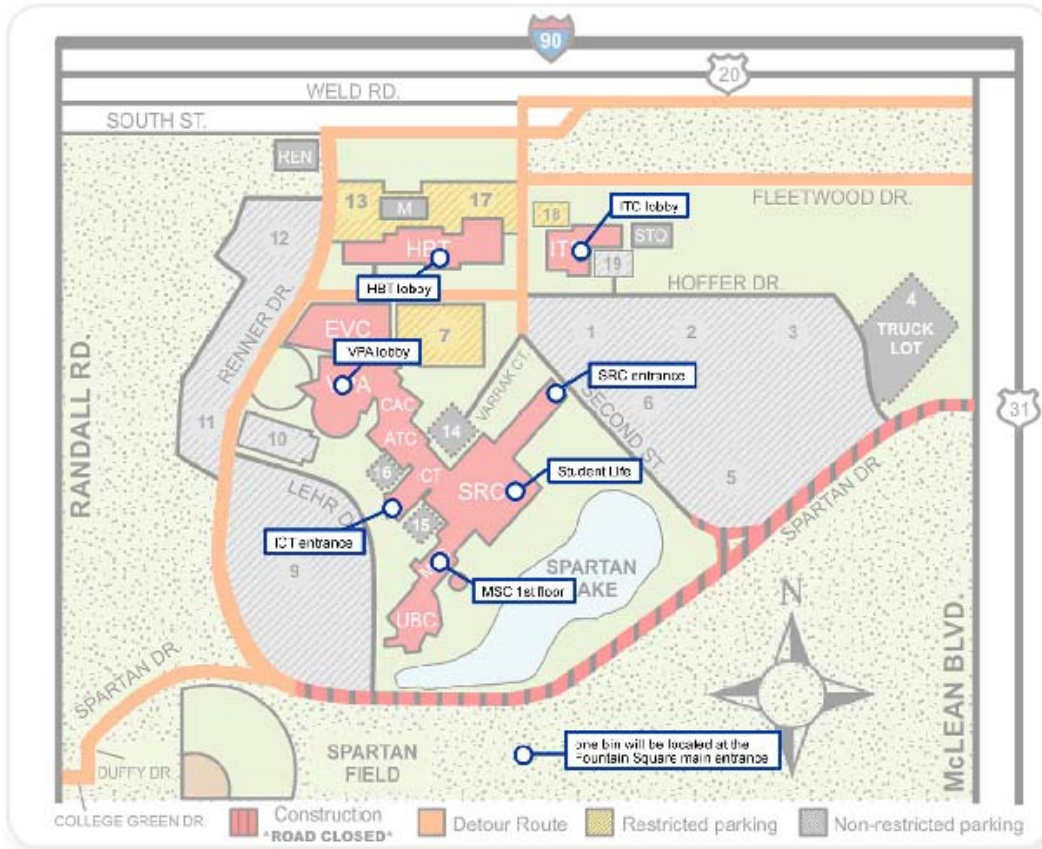
PLEASE NOTE:
No glass containers.
Thank you!



Northern Illinois Food Bank

600 Industrial Drive • St. Charles, IL 60174
630.443.6910 • www.northernillfoodbank.org

Food Drive Bin Locations



**EVERYONE IS INVITED
TO ECC'S END-OF-SEMESTER
HOLIDAY GATHERING**

When?

**December 11, 2009
from 4:30 P.M. – 7:30 P.M.**

Where?

**Carmina's Mexican Restaurant
1055 N. Randall Road at Fletcher Drive, Elgin**

Hosted by the ECC Faculty Association and Dr.
Pelletier, VP of TLSD, with his administrators & staff

Appetizers provided by ECCFA & TLSD with a Cash Bar

Music by Arturo Vazquez & friends

The ECCFA is sponsoring a food drive for the *Northern Illinois Food Bank*. Donation containers will be located around campus for the next two weeks and accepted at the holiday gathering.

Both food donations and cash donations will be accepted at Carmina's too. Make checks payable to the *Northern Illinois Food Bank (NIFB)* and give to Linda Hefferin, ECCFA Treasurer.

Join us in being generous to our Fox Valley
neighbors this holiday season.