



ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION
Senate Meeting on Oct. 7, 2009

Sarah Dye, President, presiding

Beverly Augustine	Dan Kocher
Elizabeth Becker	Dave Lawrence
Lori Clark	Marcia Luptak
Bill Demaree	Luis Martinez
Sarah Dye	Shawn Mikulay
Sue Ford	Gary Norden
Clark Hallpike	Mary Peterhans
Linda Hefferin	Howard Russo
Cindy Hutman	Manuel Salgado
Tim Kaar	Nicole Scherger
Crystal Kerwin	Scott Vaszily

Absent: Rick Bonnom, Sumitra Duggirala

Meeting called to order by Sarah Dye at: 3:07 p.m.

Guests: None

Secretary's Report: Cindy Hutman

Dan Kocher moved to re-open the minutes from September 9, 2009. Sue Ford seconded. Approved..

Dan Kocher moved to approve the addition to the September 9, 2009 minutes (see agenda). Linda Hefferin seconded. Approved.

Manuel Salgado moved to approve the minutes from September 23, 2009 with a change in spelling. Marcia Luptak seconded. Approved.

Sarah Dye raised the issue of sending out minutes to the membership before they have been approved by the Senate. Can she label them as "draft" or "unapproved." Dan Kocher said this is not normal that the membership sees unapproved minutes.

Manuel Salgado asked if this is really causing a problem.

Sarah Dye said not the she knows of.

Mary Peterhans asked if two e-mails can be sent out, one to membership with agenda without minutes and a separate e-mail to Senators with the draft minutes.

Tim Kaar said he has pulled minutes out of the e-mail send to the membership before but it is difficult to do in the current form.

Cindy Hutman asked why she doesn't send minutes out to the Senate.

It was agreed that Cindy Hutman will send out the draft minutes to Senate prior to each Senate meeting.

Elizabeth Becker said we are going into a negotiation year and we may want to reword some things in the minutes before they go out to everyone.

Treasurer's Report: Linda Hefferin

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Linda Hefferin said that payroll sent her COPE dues, again. She will straighten this out with Roger Ramey and will send him a check. She has not paid October dues yet.

President's Report: Sarah Dye

See attached.

Sarah Dye wanted to discuss the third item on the report: Administration has allowed that Academic Computing can include a faculty co-chair. Her preference is to leave the current representatives in place so she would like someone outside that group to be a co-chair. She has spoken to Dan Kocher. We need someone who actually knows what is going on. He was on the IT committee and has worked with Ned Coonan in the past.

Dan Kocher said that his election to the committee may be controversial.

Sarah Dye and others commented that Tim Kaar said Dan Kocher really know the technology and the issues. We need someone like that on this committee.

Linda Hefferin said this would be good because he can also represent the adjunct view.

Dan Kocher said he has kept current in technology and can contribute.

Mary Peterhans said that having worked on the committee and worked with Dan Kocher on Senate she believes that he would be ideal.

Howard Russo moved to add Dan Kocher's appointment to the Academic Computing Committee to the items on the consent agenda, Elizabeth Becker seconded. Approved.

Elizabeth Becker asked about the remodeling in UBC.

Linda Hefferin said there will be new carpet in the dining area and new stuff in the reception area.

Sarah Dye said Becky Knopke was concerned that if we rescheduled Senate in UBC we would be dealing with noise and getting bumped out of room when that room is being done. We can move Senate to UBC right after Christmas.

1st Vice President's Report: Luis Martinez

No report

2nd Vice President's Report: Sue Ford

See attached.

Sue Ford said that the last three points on her report are of the most concern. She met with some UA2's and as a

result she believes that they need to have a meeting with UA2's or a contract clarification or Q and A session. It is clear that they don't know what is going on. She says they need the help of the adjunct Senators. Consensus seems to be a weeknight.

Dave Lawrence asked if it would be limited to UA2's or can UA1's attend also. Sue Ford said all UA's would be welcome.

Sue Ford has started a possible agenda.

3rd Vice President's Report: Dave Lawrence

No report.

Committee Reports:

Academic Policy: Dawn Munson

No report.

Academic Computing: Mary Peterhans

No report.

Achieving the Dream: Sarah Dye and Linda Hefferin

See attached. Sarah Dye said there are additions to the Champions list and the focus groups are underway. Dr. Sam is meeting with full time faculty right now to discuss AtD. There is an AtD website and we have a code to get into it. Send her an e-mail if you want to get on the website and she will send the code.

Alliance for College Readiness: Alison Douglas

See attached

Amendments Committee: Dan Kocher

Work completed.

Assessment Committee: Shawn Mikulay

See attached. Eric Long is co-chair

BOT Finance Committee: Linda Hefferin

No report.

Meet in October.

Communication Liaison: Gary Christenson

No report.

COPE: Ron Kowalczyk

See attached.

Curriculum Committee: Maureen Lange

See attached. Faculty with proposals before Curriculum Committee have to be there for both first and second reading. If the faculty originator can't attend he/she has to have a substitute. Scott Vaszily said the substitute needs to be well-educated on the issues and able to ask all questions. Sarah Dye asked Scott Vaszily to ask Maureen Lange to remind the faculty about that.

Elections: Bill Demaree

No report.

Faculty Development: Beth Santell

No report.

FAV's: Dan Kernler

No report. Sarah Dye talked to Dan Kernler about Gifford Street School idea she brought to Senate at the last meeting. He said that the Gifford Street School idea is a fundraising effort and he doesn't want to get involved in fundraisers.

Marcia Luptak said if we do fundraiser for one group we are setting a dangerous precedent.

Sarah Dye said she doesn't see the difference between that and helping out at Dan Kernler's wife's school.

Sue Ford said there is a difference between volunteering our time and doing fundraising.

GIST: David Burke

No report.

Grievance: Howard Russo and Sue Ford

See attached.

Sue Ford said that most of what they handle doesn't require more than a phone call. It only becomes complicated when the situation gets dragged out and faculty don't bring to their attention. Issues get more complicated than needed if they aren't able to address quickly and efficiently.

Humanities Center: David Burke

See attached.

Insurance: Sarah Dye and Howard Russo

See attached.

IT: Tim Kaar, Dan Kocher and Sarah Dye

Committee Status: on hold

Learning Communities (Steering): Alison Douglas

No report.

MAGIC: Joyce Fountain

No report.

Membership: Tim Anderson

See attached.

Sue Ford asked that the report include unit numbers in addition to union members. She has asked Senate and Tim Anderson directly for these numbers and she still hasn't gotten it. Senate representation is based on unit numbers.

Sarah Dye will contact him and ask for this information.

Negotiations: Luis Martinez

See attached.

Sentinel: Bill Demaree

See attached.

Sick Bank: Ellie Swanson

See attached.

Strategic Planning Committee: Phil Garber and Elizabeth McNulty

See attached.

Student E-mail Rollout: Time Kaar and Dan Kocher

Work completed.

VP for TLSD Search: Roger Ramey

This committee is beginning to gear up. Roger Ramey and Rose Digerlando are co-chairs.

They have a meeting to decide how big the committee will be this time. Sarah Dye will come back at the next Senate meeting with a re-approval of committee members or replacements for those who can't serve anymore.

Webmaster: Tim Kaar

No report.

Other Committees

Special Orders

Consent Agenda: Committee Approvals Requested:

1. ~~Human Services FT Faculty Search Committee~~: Dawn Munson (Instructional Coordinator); Joe Rosenfeld; Pat O'Brien; Patti Jachowicz; Magic rep and UAF member: Billie Barnett
APPROVED BY ELECTRONIC VOTE
2. ~~Library Cataloguing PT Faculty Search Committee~~: Armando Trejo; Ellie Swanson (non-voting, content expert); (Magic rep: Daysi Strong, not faculty) APPROVED BY ELECTRONIC VOTE
3. **Wellness Committee**: Michele Brynelsen; Chalyce Deterding; Candy Moore; Kim Tarver; Judy Thommes
4. **Assessment Committee**: Cathy Tomasik (Fall 2009 semester substitute for Sigrid Wonsil)
5. **IFT ULI Course (FA2009 & SP2010)**: Mary O'Sullivan (for Intro to Negotiations)
6. **Academic Computing Committee**: Dan Kocher, faculty co-chair

Mary O'Sullivan is doing her PhD research on unions in the community colleges so she would like to get involved in the union.

Marcia Luptak moved to accept as a consent agenda. Manuel Salgado seconded.

Approved.

Sue Ford moved to accept the consent agenda. Howard Russo seconded. Approved.

Old Business

Online Student Evaluation Project

From Phil Garber: All sampling and logistical procedures remain the same, with the following four (4) additions:

1. We'll expand the number of face-to-face sections this term from 10 sections to 50 sections.
2. We'll invite interested faculty to volunteer up to two (2) of their face-to-face sections, up from one (1) as before.
3. We'll send the links on the first day of the last week of classes, as this date yields the highest response rates.
4. We'll send two (2) additional email reminders, as this number is most effective in terms of response rates.

Any interested faculty members, teaching 16-week face-to-face sections, are invited to contact me (pgarber@elgin.edu) to volunteer. I'll need the following information: name, course number, section number and course title. The sign-up process is open to any instructor who is not under triennial or tenure review, and instructors can nominate up to two (2) of their sections. I'd like to have this information no later than **Monday, October 26th**, if possible.

Sue Ford, Luis Martinez and Dave Lawrence went to the meeting.

Dave Lawrence said they just want to expand the number of sections this year and we can do 2 sections maximum per instructor.

Luis Martinez said it is strictly volunteer.

Sue Ford said that Phil Garber will be sending an e-mail to Sarah Dye to send out to everyone including part-timers for volunteers.

New Business

Draft of Academic Calendar 2011-2012 for Senate Comment

Sarah Dye said look at this meeting and take to constituents before next meeting.
Elizabeth Becker asked if we will have an 8 week summer session.
Sarah Dye said that the 8 week session should be the second session. We need to count it out on a calendar and make sure that works. We got Mondays back for grades being due. Summer school will go a few days later than it has.
Tim Kaar asked about grades being due by 8 a.m.
Sarah Dye said if they were due on Friday it would be at 4 p.m. but records assumes if they give us the week-end, we can get them in at the start of the day on Monday so they can begin processing.

Parking and construction issues—

Luis Martinez says he is still getting questions and concerns about parking lot issues from his constituents. Right now very difficult to find parking. They can't count on UBC if activities are planned there. He would like to see if we can get administration to talk to us.
Sarah Dye reminded us that we have been invited to the parking summit.
Luis Martinez said that very frequently we are just told, "This is the way it is." He knows that we are going to the parking summit but the complaints keep coming and he feels an obligation to represent the concerns of his constituents in the Senate. He said that parking will get worse next week when Spartan Dr. is closed. We need to poll the faculty and see what concerns there are.
Elizabeth Becker expressed concern that when Spartan Dr. is closed we won't be able to get to the overflow parking.
Luis Martinez proposed that we find a way to collect input from the faculty. Faculty are not being listened to and they want to be heard. We have an issue right now with parking and when construction starts, we will have even more problems. Another concern that was raised is that we could get to the point where we are being asked to go somewhere else and teach, like a local high school. Already they are teaching some classes in upper SRC. MSC may have to absorb some of the classes that are being taught in upper SRC. We have no room for that.

403B issue

Luis Martinez said that one of his constituents asked why we aren't offering an inexpensive 403B option.
Sue Ford said according to the contract, the option must be available, doesn't have to be inexpensive.
Clark Hallpike reminded us that the college sent out to brokers asking for proposals and that what we currently have available is all that the college got back.
Howard Russo said the only proposals that came back are the ones we are using and if we go outside these, it is not tax deferred.
Clark Hallpike said that some of the other brokerage firms have gone down so when we send out for proposals, we can't always get enough information to judge the integrity of the companies.

Construction issues

Luis Martinez asked if we have to pay to use UBC classrooms.
Sarah Dye said things may change especially as we go through the construction.
Linda Hefferin said if it is available, we get it.
Cindy Hutman said that coordinators in her area were being told to plan summer and fall 2010 schedule without even knowing how many classrooms we will have.
Elizabeth Becker said they have to have time to convert labs between classes. They have that time normally built into their schedule of classroom use. She is concerned about maintaining that conversion time in the new schedule. She is also concerned about safety issues. With Chemistry there are serious safety issues of putting other classes in chemistry labs without safety training that chemistry students are required to take the first week of class.
Sarah Dye asked where they were hearing that other classes might be assigned to their classrooms.
Luis Martinez doesn't know who said it exactly.
Cindy Hutman said there doesn't seem to be a plan coming from administration, in her

division coordinators were asked to solve the classroom scheduling problems. Dave Lawrence said if we send out e-mails to ask for faculty concerns, we should also ask them for some solutions, too.

Luis Martinez we need to hear how administration is planning on solving the problems. When go to meetings with administration, they need to know what the concerns of faculty are. So we can get a better feel for how administration plans to address the problems that faculty see as priorities.

Sarah Dye reminded us that we have a survey instrument we can use through AFT/IFT. Dr. Sam told Sharon Konny to set up meetings with the original faculty that expressed concerns. We haven't actually had those meetings.

Luis Martinez we haven't heard back from Dr. Sam with a response to their concerns. They are meeting with architects next week but they don't know what they can say to architects.

Sarah Dye said that she will follow up on the promise that faculty can meet with steering committee.

Dan Kocher said that some exchange of information should occur before the parking summit.

Sarah Dye said that she did take our concerns to Dr. Sam and he said that Sharon Konny needs to have meetings with the concerned faculty and that exchange of information has not happened.

Luis Martinez asked if we can put together a subcommittee to put together a survey. Manuel Salgado said backwards because we don't know what the plan is so how can we comment? We need to see what the plan is and then express our concerns. If there is something that they haven't addressed in plan, then we need to say that, too. Sue Ford might scare constituents to simply say, what do you think? Will this do any good?

Luis Martinez said that the current administration is better than we have ever had but still not perfect. We have to go talk to them and point out potential problems.

Sue Ford said that Dan Kernler knows how to use survey tool.

Linda Hefferin said that Shawn Mikulay does, too.

Shawn Mikulay said he could learn how to use the survey tool.

Sarah Dye said she will follow through with the previous plan to meet with steering committees.

Elizabeth Becker repeated her original concern that when the labs are open that is for prep time and other classes cannot be scheduled in there.

Sue Ford asked if a committee could begin to work on what to put in a survey.

Tim Kaar asked if we want to combine with SECCA.

Linda Hefferin said that students should be included, too.

Shawn Mikulay, Luis Martinez, Tim Kaar will work together on beginning a survey.

Marcia Luptak asked if we can ask now for them to the keep route to overflow parking open while repairing Spartan Dr.

Sarah Dye it should be open because the new road was repaired to UBC.

Elizabeth Becker she thinks the current plan does not allow access to the overflow.

Sarah Dye will confirm.

Lori Clark said that they will have a new newsroom after construction. But with fewer classrooms on upper SRC after the summer, the newsroom will not be available until 2012.

Sue Ford also asked about union office. Either way, we will have to pack up and empty the office next spring.

Sarah Dye said that Luis Martinez should talk to Tony Spahr or Michelle Skindler about 403B.

Luis Martinez said that even if it isn't a contractual issue he could get information for constituents.

Guest Speakers on Campus

Clark Hallpike announced that on November 4, the President of Judson, Superintendent of U46,

Dr. Sam, so 3 community leaders, one from K-12, one from community college and one from a 4 year university will be speaking. This is sponsored by MAGIC, and is called "Excellence is not Optional." He encouraged us to bring our students.

Lane movement for PhD candidates

Nicole Scherger said that Jessica Carpenter is completing her PhD program. She has earned hours toward her degree but is now finishing the research. She was told that she wouldn't be able to move lanes for this work until the dissertation was completed. Nicole Scherger asked if there has been a precedent in the past for pre-approved program if the course grade is IP (in progress). Will they be able to move lanes? Elizabeth Becker said that faculty development can certainly arrange payment even if it is IP. However, faculty development doesn't deal with pre-approved credits from other institutions.

Nicole Scherger is just asking if there is some precedent. Others have been in this situation in the past.

Manuel Salgado said that maybe those in HR haven't dealt with this before.

Linda Hefferin said the lane movement occurs "upon completion." It is a package deal and we can't move until the end. It is considered a single project, not a collection of courses. We don't get paid until done.

Cindy Hutman said that is how has been handled in the past.

Evaluation of administration

Luis Martinez asked if there was something in the past where faculty evaluated administration.

Sarah Dye said that there is a faculty part of the CCESSI, maybe that would get at what we want to do in evaluating our administrators. She will start asking.

Linda Hefferin said that we can initiate it this.

Cindy Hutman said that we have done it in the past. It was quite a large, expensive process that involved the BOT, all administration, faculty, support staff and students. The BOT supported it and data analysis was done by a consulting company run by Brooke Transue.

Sarah Dye said that we will talk about it next meeting.

Notices of changes to administrative procedures.

Elizabeth Becker asked why when we get a notice that an Administrative Procedure has changed, it does not include the original language so we can actually see what has changed.

Sarah Dye said that the person sending the notice refuses to do this. Dan Kernler tried and was shot down.

Elizabeth Becker asked and she was told to print off the entire Administrative Procedure document right now and then in the future, she will be able to compare the new with the old. This is ridiculous.

Howard Russo said they also aren't proofreading the e-mails that go out.

Dan Kocher said the subject line of the e-mail doesn't match what is actually in the e-mail. He agrees that it is unfair not showing us what they changed.

Division Issues

Marcia Luptak said that in some areas, they are required to take professional development, 6 hours per year. However, an administrator wasn't counting some of what a faculty member did. The faculty member had to take another course. For some reason the course the faculty member took wasn't approved by administration at FSQ.

Elizabeth Becker moved to adjourn. Manuel Salgado seconded. Adjourned at 4:35 p.m.

Respectfully submitted by Lucinda Hutman, ECCFA secretary