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ELGIN COMMUNITY COLLEGE

ECCFA

FACULTY ASSOCIATION

ECCFA Senate Meeting Agenda
Wednesday, October 17, 2012
3:00 PM – 5:00 PM
Room C-120

Call to Order: Luis Martinez

Roll Call

Recognition of Visitors & Guests

REPORTS- Written Reports submitted are included at the end of the agenda.

Secretary's Report:	Kimberly Tarver
Treasurer's Report:	Linda Hefferin
President's Report:	Luis Martinez
1st Vice President's Report	Howard Russo
2nd Vice President's Report	Marcia Luptak
3rd Vice President's Report	Cassandra Watson

Committee Reports

Elections & Committee Openings- (May be considered as consent agenda.)

COPE

Old Business
- Electronic Voting: Cindy Hutman has nominated Rachana Misraraj for the CETL Advisory Committee. Marta Walz has volunteered to serve on the GIST study abroad subcommittee. The motion to approve both candidates was made by Pat O'Brien and seconded by Julie Roth by e-mail. The motion passed by e-mail voting.
- Academic Calendar- proposed changes impact 2012-13, 2013-14, and 2014-15; submitted by Marcy Thompson
- Report of Findings and Recommendations: Evaluation of Counseling/Transfer Center

New Business

Division Issues

Adjournment

Next Meeting: October 31, 3:00-5:00 PM, C-120

<u>REPORTS</u>

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President's Report (Luis Martinez)

1st Vice President's Report (Howard Russo)

2nd Vice President's Report (Marcia Luptak)
1. A question was raised with regard committee service and payment. Under the contract, unit adjunct faculty is paid for service on college-wide committees. The contract does not include departmental committees or special ECCFA committees. If you are unsure whether a committee is considered a "paid" committee, please contact your Senator for clarification. Adjunct faculty serving on committees should submit the hours for these committees to their Dean. It is not necessary for adjunct faculty to get timesheets signed by the committee chairs.
2. Regarding office hours, it has been confirmed that the minimum time block for office hours is 15 minutes. However, while faculty can hold office hours at a location other than his/her office, it has been agreed that if there is only a 15-minute break between classes, this cannot be counted as office hours.
3. The Faculty Development Committee is hosting workshops for adjuncts on Monday, October 22 from 4-6:00 p.m. or Thursday, October 25 from 3-5 p.m. in the Library, Room C-122. You do not have to attend the whole time. Please come late/ leave early if you need to. We will try to address all questions of anyone who attends. Please RSVP to Beth Santell bsantell@elgin.edu or Marcia Luptak mluptak@elgin.edu by October 19 so that we will have enough materials for everyone attending. However, walk-ins will not be turned away.
4. Please read the article on Salary Lane Movement in the Sentinel. This is an important benefit that many unit adjuncts are not aware of.
5. Don't forget to submit your midterm grades! Many midterm dates are this week and midterm grades are due the following Monday. The procedure for midterm dates can be found at: (http://elgin.edu/faculty.aspx?id=5988&terms=midterm%20due%20dates).

3rd Vice President's Report (Cassandra Watson)

Sentinel (Lori Clark)
Publication Dates & Submission Deadlines
November 12—deadline on November 8
December 10—deadline on December 6

WELLNESS COMMITTEE MEETING REPORT (Tara Lezczewicz)
Emails circulated working on development of Wellness Survey to assist committee in meeting employee needs regarding wellness. Next meeting, Friday, October 26, 2012 8:30-9:30am B205.1

ECCFA Important Dates for 2012-2013

October 31, 2012(W) 3:00-5:00 PM Senate Meeting C-120
November 14, 2012 (W) 3:00-5:00 PM Senate Meeting C-120(NOTE: Thanksgiving 11/22)
November 28, 2012 (W) 3:00-5:00 PM Senate Meeting C-120
December 12, 2012(W) 3:00-5:00 PM Senate Meeting C-120
December 14, 2012 (F) Grading Day AND Graduation (NOTE: Classes end TH 12/13)
December 17, 2011 (M) 8:00 AM Grades Due

SPRING SEMESTER 2013
January 10, 2013 (R) TBA ECCFA General Member Meeting & Luncheon UBC Dining
January 11, 2013 (F) 9:00-10:00 AM New Faculty Intro/Welcome to ECCFA Meeting F-203 (ICT 203)
January 11, 2013 (F) 1:00-2:00 PM Instructional Coordinator/ECCFA Meeting F-203 (ICT 203)
January 16, 2013(W) 3:00-5:00 PM Senate Meeting C-120
January 30, 2013(W) 3:00-5:00 PM Senate Meeting C-120
February 13, 2013(W) 3:00-5:00 PM Senate Meeting C-120
February 27, 2013(W) 3:00-5:00 PM Senate Meeting C-120

March 13, 2013(W) 3:00-5:00 PM Senate Meeting C-120 (NOTE: Spring Break 3/25)
April 3, 2013(W) 3:00-5:00 PM Senate Meeting C-120
April 17, 2013(W) 3:00-5:00 PM Senate Meeting C-120
May 1, 2013(W) 3:00-5:00 PM Senate Meeting C-120
May 15, 2013(W) 3:00-5:00 PM Senate Meeting C-120
May 16, 2013 (R) Grading Day
(NOTE: Classes end W 5/15)
May 17, 2013 (F) Graduation
May 20, 2013 (M) 8:00 AM Grades due