



SENATE MEETING MINUTES
OCTOBER 29, 2014
3:00 PM – 5:00 PM, ROOM C-120

Call to Order 3:05– Luis Martinez President

ROLL CALL:

Present: Elizabeth Becker, Heidi Brelsford, Jessica Carpenter, Mary Elfring, Diane Flahaven, Sue Ford, Patrick Gordon, Jennifer Jeschke, Maria Kazmi, Terri Martin, Christina Marrocco, Loretta McCallister, Luis Martinez, Patricia O'Brien, Mary O'Sullivan, Joel Peck, Warren Peto, Roger Ramey, Joyce Ross, Howard Russo, Danielle Straub, Eleanor Swanson, Kimberly Tarver, Scott Vaszily, COPE: Joyce Fountain, Web Master: Tammy Ray

Absent: Clark Hallpike, Liddy Hope, Dawn Munson

RECOGNITION OF VISITORS & GUESTS

REPORTS –

SECRETARY'S REPORT: KIM TARVER- APPROVAL OF MINUTES OF OCTOBER 15, 2014 MEETING

Pat O'Brien and Terri Martin moved and seconded a motion to approve the October 15, 2014 minutes. The motion passed with Warren Peto and Jessica Carpenter abstaining.

TREASURER'S REPORT: ROGER RAMEY

The Treasurer's report was accepted.

PRESIDENT'S REPORT: LUIS MARTINEZ

Mail Delivery- Melissa Tait sent an email outlining ECC Mail changes stating that personal mail/packages will not be handled and items related to work will be delivered. They want to be notified on each and every package expected. It is thought that the intent is to prevent holiday shopping and deliveries; however, there is greater impact. This also impacts outgoing mail. Luis Martinez will meet with Melissa Tait to seek further clarification.

1ST VICE PRESIDENT'S REPORT: JESSICA CARPENTER

Internet Access- She had communication with Mike Chahino regarding internet access issues that are due to high traffic and wireless connectivity. The wireless demand impacts wired access. They are working to address the problem.

Safety Policy/Procedure- Jessica brought faculty to concerns to administration. Dean of Students shared that the issue will go to Academic Policy Committee in November. Our faculty member, Dawn Munson, will keep us apprised of any progress.

2ND VICE PRESIDENT'S REPORT: SUE FORD

Dr. Sam has started “lunches with staff.” Sue Ford attended and was one of 6 in attendance. Attendees included an administrative assistant, administrator, part-time student worker and instructional technologist. It was suggested that there is value in both having homogenous or non-homogenous groups. She encourages faculty to go prepared with topics for discussion.

Fire Science Associate Dean has directed that an adjunct member with more than 3 day of absence is perceived as job abandonment. She will meet with Dr. McGee to clarify that more than 3 days results in unpaid absence and not abandonment.

She sent an email yesterday to remind folks to take the safety class, however, faculty may wait until it is available online. The class will be required after the institution makes it available online, offers it on opening day, and meets other requirements.

Question regarding office hours: 10 Office hours are required per week. There is some discrepancy regarding how to claim sick time when office hours are missed. If you miss any part of your workday, it is a half-day. If you miss **all** of the day that you are scheduled to work, you claim a full day.

3RD VICE PRESIDENT’S REPORT: HEIDI BRELSFORD

COMMITTEE REPORTS -

Negotiations- (Howard Russo)

Paperwork is being processed regarding Wellness. The Tenure & Evaluation Handbook Committee is requesting an deadline extension to December 19, 2014. Elizabeth Becker and Mary Elfring moved and seconded a motion to extend the deadline to December 19, 2104. The motion passed.

Grievance- (Sue Ford)

The library load grievance was denied a second time. The associate dean is making an effort to adhere to the contract. Therefore, the ECCFA will drop the grievance, as the outcome desired was to ensure compliance with the contract. The committee believes the desired outcome has been/will be met.

Meeting Leave grievance was settled favorably. Professional Meeting leave is used when faculty cannot apply for alternate lane movement. Professional Activity leave involves activity that qualifies for and may be used for alternate lane movement.

Committee on Political Education (COPE) (Joyce Fountain)

Move to adjourn to COPE by Pat O’Brien and seconded by Ellie Swanson. The motion passed. This weekend is the final weekend before the elections. IFT is scheduled for GOTV activities on Saturday 10:00 to 1:00 p.m. It would be great if we had folks from ECCFA to participate. Senators are inviting their constituents to participate. Volunteers to Walk: Patrick Gordon, Ellie Swanson, Kimberly Tarver, Danielle Straub, Diane Flahaven. Other members are participating as well.

Information regarding GOTV incentives is conflicting and requires clarification. The ECCFA will consult with our IFT Rep to clarify. Other locals, 211 & 1642, are also holding raffles as a GOTV effort. Discussion regarding our intentions to encourage participation versus possibility of motives being misunderstood or misconstrued. Sue Ford moved to

remove early voting from the raffle incentive. The motion was seconded by Jessica Carpenter. The motion passed with one opposed.

Howard Russo moved to cancel the raffle if less than 20 people volunteer to walk or make phone calls. Christina Marrocco seconded the motion. The motion failed. The COPE Raffle Incentive remains for folks who participate in GOTV efforts.

A motion to approve an additional \$100 contribution to the Waukegan Teacher's Union was made by Elizabeth Becker and seconded by Pat O'Brien. The motion passed.

Roger Ramey moved and Pat O'Brien seconded a motion to adjourn from COPE. The motion passed.

ELECTIONS & COMMITTEE REQUESTS

- 1. Orientation Committee.** Heidi Eaton recommended the following faculty via email request: Curtis Readell, Kenneth Beynon, Dan Kernler, Heidi Eaton, William Demaree, Lisa McCarthy-West, Joy Krispin, Sara Burkhardt, Elizabeth Hope, and Diane Kondratowicz. The invitation was extended to all faculty via email. **Heidi Eaton, Elizabeth Hope, Roda Ryan, Maria Bagshaw, and Diane Kondratowicz have agreed to serve.** *(The committee will meet on either Thursdays or Fridays, opposite of Assessment and Curriculum Committees.)* Additional faculty are welcome and invited to participate. Please contact Luis Martinez if you are interested in serving.

Note: UA Faculty will be paid for service on this committee.

- 2. First Year Programs Task Force.** Amybeth Maurer requested faculty to serve. The taskforce will meet every other Thursday, 2:30 – 4 pm in B166. The following are dates of upcoming meetings. November 6, 20, December 4, 18, January 15, 29, February 12, 26, March 12, April 9, 23, May 7, 21. The invitation was extended to all faculty via email. **Kristy Ho On Choi** (ESL/UA1) has volunteered to serve. Additional faculty are welcome and invited to participate. Please contact Luis Martinez if you are interested in serving.
- 3. Smoking Committee.** Sharon Konny requested faculty to serve. The committee will commence in November or December and work through spring, 2015. The invitation was extended to all faculty via email.
This is related to new Illinois legislation. **Heidi Brelsford** is volunteering to serve.
- 4. GIST Curriculum Subcommittee.** Clark Hallpike requested two faculty members to serve on the committee. Additional faculty are welcome and invited to participate. The invitation was extended to all faculty via email. Please contact Luis Martinez if you are interested in serving.

Elizabeth Becker and Pat O'Brien moved and seconded to consider items 1, 2, and 3 as a consent agenda.

Howard Russo and Jessica Carpenter moved to approve the consent agenda. The motion passed.

The following members have been approved: Heidi Brelsford to serve on the Smoking Committee; Kristy Choi to serve on First Year Programs Task Force; Heidi Eaton, Liddy Hope, Roda Ryan, Maria Bagshaw, and Diane Kondratowicz to serve on the Orientation Committee. Thank you to our members representing the ECCFA on these committees. Additional members are encouraged to volunteer for these committees by contacting Luis Martinez.

OLD BUSINESS

1. Coat Drive Status- Collection Boxes have been placed in A, K, F, and B by Student Life. Please support the drive with donations of coats, snow pants, hats, gloves/mittens, and scarves.
2. Labor to Labor Walks- Everybody needs to come out on the final Saturday. Watch for details.
3. Food Bank- Amybeth Maurer requested our annual food bank drive go toward the Student Food Pantry. They are accepting non-perishable food donations. Howard Russo and Pat O'Brien moved and seconded to support the ECC Student Food Pantry. The motion passed.
4. Northern Illinois Food Bank sent a request to purchase holiday meal boxes. Sue Ford and Mary Elfring moved and seconded to send \$90 for 3 holiday meal boxes and a letter of explanation regarding our support for the Student Food Pantry. The motion passed.
5. Letters from the ECC Foundation were received thanking the ECCFA for recent donations.

NEW BUSINESS

1. End of Semester Party- Armando Trejo asked us to consider dates. There is a plan to collect cash donations at the party for the Student Food Pantry. Roger Ramey moved to approve and Christina Marrocco seconded the motion to hold the party on Friday, December 5. The motion passed with one opposed. A question was asked to consider an alternative location. Luis will request Armando to explore options. Any suggestions will be considered.
2. Alisa Smith-Riel Memorial Fund. It was suggested the ECCFA send an acknowledgement of some kind to the family as they approach the first anniversary of Alisa's passing. The ECCFA is asked to consider a family or cause to support with the memorial fund.
3. A procedural question was asked regarding necessity of consent agenda. It is not required, nor is it prohibited.

DIVISION ISSUES

1. ECC ESL Program Review Self-Assessment- An email was sent by administration requiring faculty to participate. Discussion included: It can't be required and the questions in the tool are related to faculty evaluation. (See items 15-20 and 29-30.) Sue Ford proposed that the ECCFA talk with Peggy Heinrich. It was agreed that Sue Ford will meet with Peggy Heinrich to seek clarification.
2. Christina Marrocco asked for clarification on coordinator responsibilities regarding scheduling. Seniority is not a required factor in full-time faculty assignments. They are permitted to select full load plus one overload. If, after UA1/UA2 have their loads (assigned according to protocol), additional load for full time faculty is assigned by seniority. Seniority is a factor for UA1 & UA2. Non-unit faculty and administrators are not considered as unit members and are offered courses after the load assignment protocol has been followed and is exhausted.

Adjournment: Diane Flahaven and Terri Martin moved to adjourn at 4:45 pm. The meeting was adjourned.

NEXT MEETING: November 12, 2014

ECCFA Important Dates 2014 Fall Semester

Wednesday, November 26, ECCFA Meeting 3:00-5:00, C-120

Friday December 5, 2014, End of Semester Party!

Wednesday, December 10, ECCFA Meeting 3:00-5:00, C-120

Thursday, December 11, ***Semester Ends***

Friday, December 12, *Grading Day & Graduation*

Monday, December 15, Grades DUE

2015 SPRING SEMESTER

Thursday, January 8, Convocation & Opening Day All Faculty Meeting

Monday, January 12, Classes Begin

Wednesday, January 14, ECCFA Meeting 3:00-5:00, C-120

Wednesday, January 28, ECCFA Meeting 3:00-5:00, C-120

Wednesday, February 11, ECCFA Meeting 3:00-5:00, C-120

Wednesday, February 25, ECCFA Meeting 3:00-5:00, C-120

Wednesday, March 11, ECCFA Meeting 3:00-5:00, C-120

Monday, March 23- Sunday, March 29, Spring Break

Wednesday, April 1, ECCFA Meeting 3:00-5:00, C-120

Wednesday, April 15, ECCFA Meeting 3:00-5:00, C-120

Wednesday, April 29, ECCFA Meeting 3:00-5:00, C-120

Wednesday, May 13, ECCFA Meeting 3:00-5:00, C-120

Wednesday, May 13, ***Semester Ends***

Thursday, May 14, *Grading Day*

Friday, May 15, *GED Graduation*

Saturday, May 16, *Graduation*