



Wednesday, March 14, 2018

SENATE MEETING MINUTES
3:15 PM – 5:00 PM, Room C-120

Called to Order at 3:20 by Luis Martinez

Name	Div/Term	Name	Div/Term	Name	Div/Term
Luis Martinez, (President)	Pres., 2016-18	Kris Campbell	MSE, ends 2018	Diane Flahaven, (2 nd VP)	UAF2, 2016-18
Ellie Swanson	LRIE/A/CEWD, 17-19	Ruby Sanny	CABS, 2016-18	Danielle Straub	UAF2, 2016-18
Clark Hallpike	SBCT, 2016-18	Pat O'Brien	CABS, 2017-19	Pat Brutchin	UAF2, 2017-19
Patrick Gordon (1 st VP)	SBCT, 2016-18	Dawn Munson	CABS, 2017-19	Steve Wood (Treasurer)	UAF2, 2017-19 Temp FT
David Reich	SBCT, 2016-18	Parul Raval	CABS, 2017-19	Tammy Ray	UAF2, 2017-19
Kimberly Tarver (Secretary)	HP, 2016-18	Marco Annoni	UAF1, 2/14/2018	Mary Elfring	UAF2, 2017-19
Karen Taylor	HP*	Bill Akers, (3 rd VP)	UAF1 2/28/2018	Terri Birch	UAF2
Tim Malone	LVPA, January 2017-19	Open	UAF1	Open	UAF2
Les McTighe	LVPA, 2017-19			Open	UAF2
Mary O'Sullivan	MSE, 2016-18			Open	UAF2
Nicole Scherger	MSE, 2016-18			Open	UAF2

*Michele Brynelsen's term

Absent: Nicole Scherger, Terri Birch, Pat Brutchin, Danielle Straub, Parul Raval, Dawn Munson, Ruby Sanny

RECOGNITION OF VISITORS & GUESTS:

Howard Russo, Grievance Co-Chair- He is here to address section 4.23 of contract regarding class size. Class size should be negotiated and the process needs to be enforced. The administration maintains a course capacity chart. There is a proposal to allow for twice a year review. Going forward, consider how the ECCFA should participate in course capacity review. This matter involved grievance because the contract was not being followed. Collaboration with curriculum committee is needed to confirm optimum due dates to finalize capacity. There is also need to determine the proposed capacity rationale and confirm faculty input in the process. Recommendations for the ECCFA will be prepared; grievance will continue to manage until the current issue is resolved.

George Rosa

REPORTS – Written Reports submitted are included at the end of the agenda as follows:

- Notice of Committee Openings
- Safety/Security Training
- Grievance Committee
- Course Capacity Change Request: Process Overview (DRAFT)
- Student Success Infrastructure Committee
- Regalia for Graduation Ceremonies

SECRETARY’S REPORT: KIMBERLY TARVER

Approval of February 28, 2018 minutes. Tammy Ray & Pat O’Brien moved and seconded to approve. Motion passed with one abstention.

Treasurer’s Report: Steve “Woody” Wood- The college sent an email/invoice for the contract printing.

President’s Report: Luis Martinez –

- Meeting with Dr. Sam- Dr. Sam asked about faculty opinion regarding open carry and the role of the campus police.
- Meeting with VP Peggy Heinrich- discussed search committees for administrative positions versus appointing internal administrators to open positions.

1ST VICE PRESIDENT’S REPORT: PATRICK GORDON- REFER TO SAFETY/SECURITY TRAINING UNDER REPORTS FOLLOWING AGENDA; REFER TO CONSTITUENT LIST ADDENDUM

- Mistake on Constituent List; a member was inadvertently omitted. The matter has been corrected.

2ND VICE PRESIDENT’S REPORT: DIANE FLAHAVEN-

- Constituent list in process.
- She plans to attend AtD discussion on Dual Credit on Thursday, March 15, 2018. Perspective: The speaker has experience with dual credit in a “Right-to-Work” state.

3RD VICE PRESIDENT’S REPORT: BILL AKERS

- Planning to develop an informational survey for the purpose of better understanding the adjunct population; and welcome those who would like to help create this instrument. Marco Annoni will collaborate as an adjunct member and offer statistical expertise. Luis requested the survey be shared with the senate. He plans to use a paper survey.

Committee Reports – (REFER TO REPORTS SUBMITTED INCLUDED ON THE AGENDA)

Negotiations- (Patrick Gordon) No report.

Grievance- (Ellie Swanson) Written Report at end of agenda.

COPE- (Luis Martinez) No report.

ELECTIONS & COMMITTEE REQUESTS

Motion to approve # 1, 7 & 8 as consent agenda made by Kris Campbell and seconded by David Reich. Motion passed.

Motion to approve the consent agenda made by Kris Campbell and seconded by Pat O’Brien. Motion passed.

Regarding search committee volunteers, HR reviewed the list of volunteers to confirm whether or not the member has met the search committee requirement to attend Hiring for Cultural Competence Workshop. Members who did not meet the criteria were pulled from the list of volunteers.

1. Faculty volunteers are requested to serve on the 2018 Service Award Committee for the Employee Recognition and Retirement Reception. Volunteers include Catherine Moushon, Diane Kondratowicz. Approved.

2. Dean Marc Battista requested 3 members to serve on a search committee for Full Time Faculty: Computer Information Science (CIS). The following members have volunteered to serve: Susan Timm, Helen Wang, and Joe Cannici. David Reich & Kris Campbell moved and seconded to approve. Motion passed
3. Dean Marc Battista requested 3 members to serve on a search committee for Full Time Faculty: Industrial Maintenance (IST). The following members have volunteered to serve: George Rosa, Kris Campbell and David Reich. Pat O'Brien moved and Patrick Gordon seconded. The motion passed.
4. Dean Marc Battista requested 3 members to serve on a search committee for Full Time Faculty: HVAC. The following members have volunteered to serve: George Rosa, Kris Campbell and David Reich. Pat O'Brien moved and Patrick Gordon seconded. The motion passed.
5. VP Peggy Heinrich requested 4 members to serve on a search committee for Dean, SBCT. The following members have volunteered to serve: Susan Timm, Gary Norden, George Rosa, David Reich, Laura Haske, Clark Hallpike, Kimberly Rother, and Patrick Gordon. David Reich withdrew his name. After much discussion and vote by ballot, motion to approve Kimberly Rother, George Rosa, Laura Haske, and Clark Hallpike was made by Pat O'Brien and seconded by David Reich. The motion passed.
6. VP Peggy Heinrich requested 2 members to serve on a search committee for Dean, Adult Education. The following members have volunteered to serve: Liz McNulty (ESL), Colleen Stribling (ESL), Elizabeth Soderquist (ESL/UAF). Pat O'Brien moved to approve Liz McNulty and Elizabeth Soderquist, seconded by Mary Elfring. The motion passed.
7. Dean Mao requested members to serve on a search committee for CABS, Part-Time Administrative Assistant III. The following members have volunteered to serve: Susan Timm (MAGIC). Approved.
8. Elections Committee- volunteers include Mary Elfring, Armando Trejo, Maria Bagshaw, and Marta Walz. Approved.

Business Tabled at 2/28/2018 Meeting:

- Classroom Locks- Do all classrooms have the ability to be locked from the inside? This matter is being addressed by grievance.
- Graduation Attendance & Regalia- Refer to written report at end of agenda. NOTE: There is no cost for regalia.

OLD BUSINESS

1. FAST Fund (Clark Hallpike)- Clark would like to form a group of faculty to explore establishing FAST Fund. This idea was shared by Milwaukee Area Technical College (MATC). Details and logistics to be determined in the future with recommendations. Initial steps include reading the book recommended as follows. Pat O'Brien, Tammy Ray, and Kris Campbell are interested. It was suggested to include Marilyn Westerhoff. Recommended reading: Goldrick-Rab, S. *Paying the Price: College Costs, Financial Aid, and the Betrayal of the American Dream*. University of Chicago Press, Chicago, IL. (2016) and <http://saragoldrickrab.com/fastfund/>

NEW BUSINESS

1. Course Capacity Change Request Procedure (Refer to Process Overview at end of Committee Reports)
2. Trivia Bee Fundraiser to benefit The Literacy Connection, Saturday, April 28, 2018 9:30 a.m. to 12:30 p.m., Grand Victoria Casino; registration fee \$400.00 per team of 4 people. Tim Malone will organize a team. Patrick Gordon and Diane Flahaven moved and seconded to approve \$400 to sponsor the ECCFA Team. The motion passed.
3. AFT National Convention: July 13-16, Pittsburgh; ECCFA = up to 6 delegates. Housing Deadline: June 7; Credential list due June 13; estimated airfare \$200 + \$200 per night lodging. Patrick Gordon, and Kris Campbell, and MAYBE Mary Elfring, and MAYBE Kimberly Tarver volunteered to go.

DIVISION ISSUES-

- Kris Campbell noted that the Foundation Golf Outing on June 18. She will sponsor a hole on behalf of ECCFA and she requests assistance in gathering items for a basket valued at \$300-\$500, details needed 2 weeks prior to the event.
- Pat O'Brien shared information about upcoming event, "Exploring Labor Movements" on Tuesday, April 24 at 11:00 a.m. in Spartan Auditorium.
- Clark Hallpike shared information about upcoming events,
 - "When Bullies Grow Up" Thursday, March 22, at 11:00 – 12:15 p.m. in Spartan Auditorium
 - William Pelz Global Speaker Series, Strange Bedfellow: A Close Look at Russian-U.S. Relations, Thursday, April 26, 12:30-2:30 in Building E Dining Room

ANNOUNCEMENTS:

- **SABBATICAL:** Please join us in congratulating our colleagues Lori Clark, Glenn Earl, Dave Lawrence, Virginia McHugh-Kurtz, Shawn Mikulay and David Reich, upon being granted sabbatical leaves by the ECC Board of Trustees, at the 3/13/18 BOT meeting!
- **TENURE:** The ECCFA would like to extend our congratulations to our colleagues Abigail Bailey, Ginger Bohlen, Michelle Kershner, and Shawn Maxwell upon being granted tenure by the ECC Board of Trustees, at the 3/13/18 BOT meeting!
- **Congratulations** to Dawn Munson on receiving AACC Inaugural Dale P. Parnell Distinguished Faculty Award for excellence in teaching!
- **Congratulations** to Heidi Eaton on receiving Illinois Business Education Association (IBEA) Post-Secondary Teacher of the Year Award!
- **Congratulations** to 2017 Orrin G. Thompson Teaching Excellence Award winners Greg Wheaton, Assistant Professor I of Mathematics, who will be receiving the 2017 Full-Time Faculty Member Award, and Jane Maas, Dental Assisting Unit Adjunct Faculty, who will be receiving the 2017 Part-Time Faculty Member Award!
- Regalia for Graduation! Refer to report at end of agenda/committee reports.
- CFD-501-203 **Classroom Observation & Feedback Workshop** - Monday, March 19th from 3-7 p.m.

ADJOURNMENT –

Patrick Gordon and Mary Elfring moved and seconded a motion to adjourn at 5:00 p.m. Motion passed.

Meetings for Spring 2018: 4/4, 4/18, 5/2, 5/16

REPORTS

Notice of Committee Openings: *The following requests are longstanding openings and referred to the TLSD Vice President and the Academic Deans for assignment and are listed for information only. No action needed by senate.*

1. GIST requests faculty members from each of the following divisions: LRIE (1), College Transitions & Developmental Education (2). GIST meets one Friday per month at 10:00 a.m.
2. Tim Moore requests a faculty member from Sustainability, Business & Technology Division to serve on Distance Learning Advisory Committee.
3. Curriculum Committee: Leticia Starkov reports openings remain- CABS: one open seat
4. Student Learning Assessment and Advisory Committee (SLAAC): Janet Whitsitt reports openings remain- MSE - 1; SBCT – 2.

Safety/Security Training- Patrick Gordon, 1st Vice President

This is a friendly reminder from the ECCFA that all faculty members are required to complete safety/security training this academic year. If you have not yet completed it, you may register for it through Access ECC. For more information regarding registration options, please refer to the email that the college's professional development team sent last Friday titled "UPDATE: Remaining Workshops including Safety/Security Training for Spring 2018."

Here is a little more detail on this requirement:

According to section 4.30 of the ECCFA contract, during each academic year, the college is required to designate safety/security training, which each faculty member is required to complete except where a member has undergone the same training at the college within the past three years. The training that the college has designated for this academic year is new and is called "Active Shooter/Safe Colleges."

Committee Report: Grievance

Members: Howard Russo—LVPA (co-chair), Ellie Swanson—LRIE/ESL/ABE (co-chair), Kris Campbell—MSE, Jessica Carpenter—CABS, George Rosa—SBCT, Mary Arndt—HP, Diane Flahaven—UAF

Grievance Committee has addressed the following issues since the last report:

- Building temperature Jan. 2nd—resolved
- Safety training—resolved
- Academic freedom
- Professional expense denial
- Classroom assignments
- Locks on classroom/office doors
- Miscellaneous discipline meetings

Respectfully submitted,

Howard Russo, Ellie Swanson

Grievance Committee co-chairs

Course Capacity Change Request: Process Overview *DRAFT*****

Per article 4.23 of the faculty association agreement, changes to class size defined on the Master Course Table will be mutually agreed upon between the Vice President Teaching, Learning, and Student Development and the Association.

The Managing Director of Institutional Compliance and Curriculum will be responsible for collecting all course capacity change requests and ensuring the curriculum management system and student information system is updated accordingly upon approval of the proposed request.

Bi-annually a meeting will be called to review and approve all course capacity change requests and the course capacities of any new courses approved by the ICCB, submitted since the last review

The Managing Director of Institutional Compliance and Curriculum will communicate to the parties that submitted the change requests with the status of the approval after the bi-annual meeting.

Should either the VP of TLSD or the Association not approve a particular change request, a rationale for the denial will be provided so that it can be shared with the area submitting the request.

Meeting minutes and a record of the change requests made will be stored on a network drive for historical purposes and will be made available upon request to the Managing Director of Institutional Compliance and Curriculum.

Due Dates

In order to enforce course capacity limits, the master course record in Colleague must be updated prior to the registration period for a term. As such, it is proposed that all course capacity change requests and new course capacity information be reviewed and mutually approved by the Vice President of Teaching, Learning and Student Development and the ECCFA on a bi-annual basis.

Specifically, course capacity information to be effective in the fall term will be approved by March 31 of the same year. Course capacity information to be effective in the spring term will be approved by September 30th of the prior year.

2018/19 Course Capacity Request Deadlines

Request Deadline	Approval Deadline	Term Effective
March 10, 2018	March 31, 2018	Summer 2018
March 10, 2018	March 31, 2018	Fall 2018
March 10, 2018	March 31, 2018	Spring 2019

Existing Courses

All course capacity change requests should be submitted to the Managing Director of Institutional Compliance and Curriculum for review by the Vice President of Teaching, Learning and Student Development and the ECCFA.

The following information should be included in each request:

1. Course Number
2. Course Title
3. Current course capacity
4. Proposed course capacity
5. Rationale for change
6. Contact Name of proposal

New Courses

Course capacity information is posted to the curriculum management system (CurricuNet) with all new course proposals. Course capacity limits will be included on the bi-annual course capacity change request list for review. Prior to each bi-annual review, the instructional coordinators of any new courses will be asked to provide a rationale for the course capacity limit assigned to the new course. This information will be submitted to the committee for review.

System of Record

Course capacity information for all active courses can be referenced in the college's curriculum management system (Curricunet). This information is publicly available and does not require a login.

STUDENT SUCCESS INFRASTRUCTURE (Dan Kernler)

The Student Success Infrastructure has been busy this spring. We sent four members to the annual DREAM conference (through Achieving the Dream). We came back energized about increasing attention on equity across the campus. We continue to focus our energies (and funds) to that end.

This spring, we have four funded initiatives:

1. **Culturally Responsive Instruction** – An interdisciplinary team will attend the Culturally Responsive Teaching conference and training program held April 18-20, 2018 in Maryland. This training was developed by the Community College of Baltimore County to aide faculty in incorporating culturally responsive teaching practices into their classrooms.

2. **No Student is Illegal** – Dream Action NIU, a student-led organization at Northern Illinois University that aims to increase awareness about the situations undocumented students face in the U.S. and on NIU’s campus, will deliver a half-day “Undocumented Student Advocate Training” for ECC students during the Spring 2018 semester.
3. **ILACHE Conference on Student Empowerment** – A group of twenty students and two staff members will attend the Illinois Latino Council on Higher Education’s “Latino Resistance in Higher Education: A Legacy of Struggle” conference at Illinois State University on April 20, 2018.
4. **Institutionalizing Support for Undocumented Students** – A half day professional development event will be held in spring 2018 for faculty, administrators, and staff, led by Luvia Moreno, NEIU Director of Undocumented Student Resources. Activities will include a meeting for administrators related to institutionalizing support for undocumented students, a staff professional development session, a “Student Circle,” and a presentation on Latinx in Education. This training is tentatively scheduled for 4/13. **Look for information to come from the coordinators of this event.**

Achieving the Dream (ATD) Coaches Visit

Drs. Larry Litecky and Luzelma Canales will be visiting ECC on March 15-16 for their annual coaching visit. The schedule includes a series of meetings with individuals, faculty, taskforces, and divisions and will include a data-sharing presentation focusing on student success. The Equity Coordinating Council will use the assistance of the AtD coaches in developing FY19 priorities and goals.

All are invited to the data-sharing and discussion regarding updated student success data. We hope to share progress that has occurred over the previous several years since joining AtD and also share existing/continuing opportunity gaps for certain groups of students. This will be an interactive discussion, with some data sharing and opportunities for small and large group discussion.

Additionally, we will be holding a discussion between ECC faculty and the coaches regarding dual credit. The discussion will be held in the Building E Dining Room (note the room change from E106). All faculty are welcome!

In Unity,
 Dan Kernler
 Associate Professor of Mathematics
 Equity Coordinating Council Co-Chair

Regalia for Graduation:

Part-time employees are eligible for free rental, and after attending the graduation three consecutive times (renting three times), they are also eligible to have ECC purchase a permanent set of regalia for them.

Full-time employees are eligible for both free rental, or the purchase of a permanent set of regalia.

We hope you plan to attend the Spring 2018 commencement ceremonies which will be held on Saturday, May 19 in the Spartan Events Center (J Building). Please note the order of the ceremonies is different from last year:

- **10 a.m.- Transfer Degrees** (Associate in Arts, Associate in Science, Associate in Fine Arts- Visual Art Emphasis, Associate in Fine Arts- Music Performance Emphasis, Associate in Engineering Science, Associate in Liberal Studies)

· **2 p.m.- Career and Technical Programs** (Associate of Applied Science degrees, Vocational Specialist Certificates, Basic Vocational Specialist Certificates)

You are encouraged to participate in the procession as representatives of the college. If you are able to attend and you need to rent regalia, please respond to Carina Ramos at caramos@elgin.edu no later than Friday, March 16 with the following information: Height, Weight, Degree and major, Institution, city and state from which your degree was awarded

If you have questions about purchasing regalia, please contact Carina at caramos@elgin.edu.