



Wednesday, May 2, 2018

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

Call 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 <sup>nd</sup> 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 <sup>st</sup> 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 <sup>rd</sup> 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: Les McTighe, Bill Akers, Parul Raval, Ruby Sanny, Steve Wood, Terri Birch

**RECOGNITION OF VISITORS & GUESTS:**

Susan McGrath

George Rosa

Mary Arndt

Baudelaire Ulyse

Lori Clark, Faculty Development Committee Members

Elizabeth Becker, Faculty Development Committee Chair:

Presenting Faculty Development Handbook negotiations summary. Faculty Team includes Lori Clark, Tim Kaar, Len Fitzpatrick & Elizabeth Becker. Majority of changes are minor relating to grammar and titles. Equal Opportunity Statement and Institutional Goals were omitted. Changes to purpose and charge clarify. Calendar will be updated to reflect moving sabbatical proposal due date from the spring semester to the fall semester to accommodate current scheduling time frame. Changes to Alternate Lane: credit awarded for workshop allows for submission of 1 hour

versus former minimum of 4 hours. To maximize college credit, preapproval will maximize credit. Travel requires 5 consecutive days versus former 2-week minimum. Category 7, Work Experience credit must reflect learning something new. Forms are being updated relating to questions to provide rationale. All changes go into effect July 1, 2018. Pat O'Brien & Mary Elfring moved and seconded a motion to approve the proposed changes. The motion passed. Luis expressed appreciation to the faculty team.

Secretary's Report: Kimberly Tarver

Approval of April 18, 2018 minutes. Motion to approve by Pat O'Brien and seconded by Kris Campbell. The motion passed with 3 abstentions.

Treasurer's Report: Steve "Woody" Wood- no report

President's Report: Luis Martinez –Thanks for the past 6 years. It has been his pleasure to serve. He acknowledges the support of all senators and faculty. No regrets. Proud of working relationship with SSECCA as we have shared issues as union members. He recognized the grievance committee for enforcing the contract; they work very hard, without fail, throughout the summer and the academic year; Howard, Ellie and Kris and the rest of the committee. Thanks to Patrick as chief negotiator; the contract was protected. Great appreciation for Mary O'Sullivan; she has his back and she's the snack coordinator. He recognized Kim Tarver for her work as secretary and overall support.

1<sup>st</sup> Vice President's Report: Patrick Gordon- 1) Ongoing issue with a list of faculty qualifications. The list was supposed to be submitted by February 1. It was submitted in partial form; it is a RIF list. The Higher Learning Commission now requires 18 graduate credit hours in your field versus former 15 credits. Patrick Gordon, Ellie Swanson, Howard Russo, Jessica Carpenter, Diane Flahaven are the team to address this under the scope of their respective roles on grievance and negotiations. 2) Brainstorm idea at May Day Event: Consider combining the picnic with SSECCA membership.

2<sup>nd</sup> Vice President's Report: Diane Flahaven- no report

3<sup>rd</sup> VICE PRESIDENT'S REPORT: BILL AKERS- NO REPORT

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Committee Reports – (REFER TO REPORTS SUBMITTED INCLUDED AT THE END OF THE AGENDA)

**Elections Committee** (Marta Walz) Refer to written report. Luis recognized Marta Walz, Armando Trejo, Maria Bagshaw, Mary Elfring and thanked them for their efforts.

- Request approval of results- Motion to approve by Pat O'Brien and seconded by Ellie Swanson; motion passed.
- Seat new senators- Mary Arndt, George Rosa, Susan McGrath, Baudelaire Ulysse, Luis Martinez were recognized.
- Election of Officers- Mary Elfring & Dawn Munson nominated and seconded Patrick Gordon as 1<sup>st</sup> VP; motion passed. Patrick Gordon & Kris Campbell nominated and seconded Diane Flahaven as 2<sup>nd</sup> VP; motion passed. 3<sup>rd</sup> VP nominations are open. Kris Campbell and George Rosa nominated and seconded Mary Arndt as Secretary; motion passed. Kris Campbell & Patrick Gordon nominated Woody as Treasurer; motion passed.
- COPE Chair- Luis Martinez was recommended as chair, Woody was recommended as Treasurer. Pat O'Brien and Patrick Gordon moved and seconded a motion to approve; motion passed. Brief discussion of amendment to expand the COPE committee members.
- Membership- Luis Martinez nominated and Kris Campbell seconded Mary Elfring as chair; motion passed.
- Webmaster- Tammy Ray was nominated by Patrick Gordon, seconded by Kris Campbell; motion passed.
- Communications- Nominations for Communications Chair are open.
- Social Media- Nominations remain open; Jessica Carpenter is current chair.
- Parliamentarian- Pat O'Brien and Tammy Ray nominated and seconded Kris Campbell; motion passed.

**Negotiations-** (Patrick Gordon) -Discussions are ongoing regarding potential updates to the supplemental assignment chart.

**Grievance-** (Ellie Swanson) Written Report submitted.

**TLSA Administrative Procedures Review Team Report** – (Kim Tarver) Refer to Written Report

### **Membership-** (Mary Elfring)

- Work team needed to contact bargaining unit members unsigned or fair share; Action plan next week to contact 256 members. Sign up list will be sent to commit to time blocks to do face to face outreach.

### **COPE-** (Luis Martinez) Kris Campbell and Patrick Gordon moved and seconded to adjourn to COPE; motion passed

- Patrick Gordon was elected Secretary of the Elgin Township Democrats. Congratulations!
- Read about Legislative Highlights from Springfield: <https://www.ift-aft.org/news/2018/04/28/lawmakers-scrambled-to-pass-bills-out-of-each-chamber-before-the-friday-deadline>

Kris Campbell and Patrick Gordon moved and seconded to adjourn from COPE; motion passed

### **ELECTIONS & COMMITTEE REQUESTS**

Electronic Voting Results on the following items:

- Patrick Gordon moved to approve Kim Rother and Patrick Gordon to represent the ECCFA on the exploratory meetings for a possible culinary dual credit program. The motion was seconded and passed.
- Kimberly Tarver moved to approve Joel Peck as an additional member to the search committee for Full Time Art History/Appreciation. The motion was seconded and passed.

**Motion to approve items 1, 2 & 3 as consent agenda. Moved and seconded by Kris Campbell & Pat O'Brien; motion passed. Kris Campbell & Mary Elfring moved and seconded motion to approve consent agenda; motion passed.**

1. LVPA Office Coordinator Search Committee: 2-3 members are requested. Pat Brutchin, Marc Beth & Susan Robinson have volunteered. (Passed via consent agenda)
2. Curriculum Committee: Liz McNulty has volunteered to represent ABEC. (Passed via consent agenda)
3. The Strategic Enrollment Management Committee requests a member from CTE, ABEC, and University Transfer to server on Work Group to address Strategy 4: Strengthen outreach, recruitment, retention, and completion of key target populations under our new Strategic Plan, is looking for faculty representation as they begin creating a plan and setting enrollment targets. Susan Timm has volunteered. (Passed via consent agenda)
4. Bob Treadwell, SSECCA President, requests a faculty member to serve on team to establish Tree Campus USA. Volunteers include Patrick Gordon and Armando Trejo. Motion to approve Patrick Gordon made by Kris Campbell and seconded by Tammy Ray; motion passed.
5. Administrative Procedure Review Team requests renewal or replacement of Cross Functional Review Team. Six Existing Members include: Dawn Munson, Katrina Chan-Larsen, Ruby Sanny, Keith Lewis, Pat O'Brien, Marc Hucek. VOLUNTEERS include: *Ruby Sanny (CABS), Pat O'Brien (CABS), Dawn Munson (CABS), Jim Dittus (CABS), Sara Baker (CABS), Kris Campbell (MSE), Stacey Shah (LIB), Susan Robinson (LVPA), Shawn Maxwell (LVPA), Chrystie Wojcik (SBCT), Lori Cox (UAF/MSE), Jennifer Schlau (UAF/LIB), Renee Scrabacz (UAF1/MSE), Jana Porter (UAF/LIB), Diane Kondratowicz (UAF/LVPA), Lori Jones (UAF/MSE).* Nicole Scherger moved to approve Dawn Munson, Pat O'Brien, Kris Campbell, Laura Haske, Lori Jones, Shawn Maxwell, seconded by Tammy Ray; motion passed.

### **OLD BUSINESS**

1. AFT Cornell Collective Bargaining Certificate Program at ULI (\$1500). Consider sending one (1) member: Eligible members include Susan Timm, Jessica Carpenter, Ellie Swanson, Patrick Gordon, Luis Martinez, Mary Elfring, and Kris Campbell. Kris Campbell & Luis Martinez moved and seconded to table to confirm interest and availability.
2. AFT Convention: Patrick Gordon has volunteered to attend. Patrick shared insight stating this will be the first convention post Janus and important to have a presence. Luis Martinez and Tammy Ray moved and seconded to table to confirm interest; motion passed.

3. ULI: David Martin for Union Leadership Skills. Recruiting members to attend Union Leadership Skills, Grievance I, or Negotiations based on union needs. A final call will be sent to all faculty; consideration for budgeting and needs of union.

#### NEW BUSINESS-

1. Picnic: Date, Time, Location; joint event with SSECCA well received; concerns with 2017 attendance may be due to date change, promotion; Roxie Bell hosted; Luis will confirm a date with Roxie; consider Saturday, September 8, 2018.
2. Renew Illinois Labor History Society (ILHS) Membership; dues are \$250.00 Pat O'Brien moved & Dawn Munson seconded to approve; motion passed. NOTE: ECCFA has long history with ILHS; <http://www.illinoislaborhistory.org> for more information.
3. Renew Northern Illinois Jobs With Justice (NIJWJ) Membership; dues are \$100.00; Kris Campbell moved & Luis Martinez seconded to approve; motion passed. NOTE: NIJWJ is a strong ally for unions and has been very supportive of ECCFA efforts in the past.
4. Project Back Pack Donation - In the past, ECCFA has been a sponsor. The Project Back Pack structure is changing. Sponsorship will come with a monetary commitment; Tammy Ray is recognized by the community as the ECCFA representative; pending consultation with treasurer, Dawn Munson moved to table, seconded by Kris Campbell; motion passed.
5. Luis Martinez reported ongoing discussion with ECC Foundation regarding campus location to be named in recognition of Bill Pelz.

#### DIVISION ISSUES-

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#### ANNOUNCEMENTS:

1. Illinois Community College Faculty Association Call for Proposals (see addendum)

ADJOURNMENT – PATRICK GORDON & KRIS CAMPBELL MOVED AND SECONDED TO ADJOURN AT 5:05 P.M.

Meetings for Spring 2018: 5/16

## REPORTS

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

### **TLSD Administrative Procedures Review Team (APRT) Report (Kimberly Tarver)**

The current members of the Team are Charron Banaszak, Michael Chahino, Irina DelGenio, Libby Roeger, Marcy Thompson, Robin Cook, Gregory Robinson (Chair) and Kimberly Tarver (Vice Chair).

Faculty serving on the Cross-Functional Review Team (CFRT) include Katrina Chan-Larsen, Dawn Munson, Ruby Sanny, Keith Lewis, Pat O'Brien, and Marc Hucek.

Each administrative procedure up for review is assigned to a coordinator who is responsible for the procedure during the entire review process. Members of the APRT facilitate 1<sup>st</sup> and 2<sup>nd</sup> reads of proposed changes to existing TLSD Administrative Procedures and new proposals. Following 1<sup>st</sup> read approval, the procedure is sent to the Dean's meeting. Following 2<sup>nd</sup> read approval, the proposal is sent to the Cabinet for final approval, and then to the college paralegal for public posting. Cross-

Functional Review Team members are requested to provide input when the review process is initiated, and are re-consulted to review any substantive changes recommended throughout the process.

The Cross Functional Review Team primarily participates in electronic review and provides feedback via email communications. Their input is essential to ensure the faculty has a voice in the review process prior to 1<sup>st</sup> read. Regarding any administrative procedures, all faculty are encouraged to share any concerns, feedback or recommendations to any or all members of the CFRT and/or the faculty member on the APRT.

TLSD Administrative Review Procedures are systematically reviewed every two years. This past academic year, the APRT has worked to ensure we are current with review schedule, and to simplify the process. The schedule for procedures to be reviewed in 2018-2019 will be shared with the faculty through ECCFA Committee Reports in the future to ensure faculty are aware of procedures under review. It is notable that familiarity with the Faculty Contract and perspective of faculty members has been at times, critical. For example, proposed changes to AP 1.103 Student Grades that were in conflict with the contract. Faculty voice ensures consistent application of contract language in TLSD Administrative Procedures and increases awareness of contract applications.

#### **Scheduled for Calendar Year 2018**

- 4.603 Student Optional Disclosure of Mental Health Information
- 4.602 Behavioral Intervention/Threat Assessment Team
- 4.406 Death of Student/Former Student
- 4.104 Extended Absence Notification for Students
- 4.101 College Admission.

#### **Scheduled for Calendar Year 2019**

- 1.101 Credit for Learning Experiences Other than Formal Instruction
- 1.102 Standards of Academic Progress
- 1.103 Student Grades
- 1.104 Minimum Competencies and Placement Testing
- 1.201 Course Audit and Pass/No Credit
- 1.202 Schedule Changes and Course Withdrawals
- 1.203 Academic Residency
- 3.904 Service Animals for Persons with Disabilities
- 4.105 Academic Renewal (Fresh Start)
- 4.403 Appeal of Final Grade
- 4.405 Extra Curricular and Co-Curricular Mandatory Attendance Procedure
- 4.407 Academic Integrity
- 4.501 Withdrawal Policy for Students Called to Active Duty
- 4.502 Student Waitlist Registration Procedures
- 5.103 Minimum Requirements for Appointment to Faculty

Submitted Respectfully

Kimberly Tarver, APRT Vice-Chair

### **Committee Report: Grievance (Howard Russo, Ellie Swanson)**

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 procedure
  - Load assignment
  - Course assessment issues
  - Multiple discipline meetings
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Respectfully submitted,  
Howard Russo, Ellie Swanson  
Grievance Committee co-chairs

## **ELECTIONS COMMITTEE: (Marta Walz)**

Below are the results of the election. You will see that after division/status, the number of openings on the ballot is noted followed by the people who were elected to fill those spots. This also includes the seats that remain unfilled. For unfilled seats, someone in that division, please hold division elections at the conclusion of your division meeting on opening day in August.

If you were newly elected, your committee chair may contact you regarding time, date, location of meetings as well as the starting date.

These names have been sent to ECCFA for members to be seated/approved at tomorrow's meeting.

Thank you,

Marta Walz

Elections Committee

### **Results of 2018 election**

#### **ECCFA President 2018-2020—Kimberly Tarver**

**Senate:** Open Seats for 2018 election

CABS-1 open—still open

HP.MSE-4 open—Kristen Campbell, Luis Martinez, Nicole Scherger, Mary Arndt

LRIE.ABE.ESL- none open

LVPA-none open

SBCT-3 open—George Rosa, Clark Hallpike, Patrick Gordon

UA1-3 open—Marco Annoni, Susan McGrath, 1 still open

UA2-7 open—Diana Flahaven, Baudelaire Ulysse, 5 still open

**SLAAC (Assessment):** Open Seats for 2018 election

CABS—2 open Tina Ballard & 1 still open

HP.MSE—2 open Angelika Stachnick & Dana Kurpius

LRIE.ABE.ESL—none open

LVPA—2 open Javier Coronada & 1 still open

SBCT—2 open—2 still open

Librarian—1 open--Marge Schildknecht

**Faculty Development Committee:** Open Seats for 2018 election

CABS—2 open Lori Clark and Marc Healy

HP.MSE—1 open Karen Friedberg

LRIE.ABE.ESL—1 open Colleen Stribling

LVPA—1 open Jose Ignacio Alvarez-Garcia

SBCT—2 open Gary Norden and Fabio Martinez

UA—2 open (UA1 or UA2) Roxanne Bell & 1 still open

**Curriculum Committee:** Open Seats for 2018 election

CABS—none open

HP.MSE—2 open Dan Kernler, Karen Taylor

LRIE—1 open Ellie Swanson

LVPA—1 open Beaudalaire Ulysse

SBCT—1 open Leticia Starkov

ABE—1 open—1 still open

**Sick Bank Committee:** Open Seats for 2018 election

CABS—none open

HP.MSE—none open

LRIE.ABE.ESL—1 open Stacy Shah

LVPA—none open

SBCT—none open  
 UA1—1 open—1 still open  
 UA2—none  
**Grievance Committee:** Open Seats for 2018 election  
 CABS—none open  
 HP.MSE—none open  
 LRIE.ABE.ESL—1 open Ellie Swanson  
 LVPA—1 open Howard Russo  
 SBCT—1 open George Rosa  
 UA1—1 open—1 still open  
 UA2—1 open Diana Flahaven  
**Honors Committee:** Open Seats for 2018 election  
 CABS—1 open—James Dittus  
 HP.MSE—1 open—1 still open  
 LRIE.ABE.ESL--none  
 LVPA—1 open—Javier Coronado-Aliegro  
 SBCT—1 open Still open  
 UA1/UA2—1 open (from all UA) still open

### Membership Report 5/2/18 (Mary Elfring)

<b>Full Membership</b>	<b>490</b>
<b>Signed</b>	<b>431</b>
<b>New Form</b>	<b>331</b>
<b>Old Form</b>	<b>200</b>
<b>Unsigned</b>	<b>56</b>
<b>FS</b>	<b>3</b>
<b>Full-time Faculty</b>	<b>128</b>
New Form	123
Old Form	4
Fairshare	1
<b>UAF</b>	<b>226</b>
New Form	148
Old Form	63
Unsigned	14
Fairshare	1
<b>UAI</b>	<b>106</b>
New Form	60
Old Form	11
Unsigned	34
FS	1
<b>INA</b>	<b>30</b>
Old Form	22
Unsigned	8

Fall 2018 will be my last semester as Membership Chair. We need to look for someone who will take over in Spring 2019. Whomever steps up, I will gladly help with the transition.





Illinois Council of Community College Administrators



ICCCA/ICCFA 2018 FALL CONFERENCE CALL FOR PROPOSALS

*PULLING TOGETHER FOR STUDENT SUCCESS IN TURBULENT TIMES!*

November 15-16, 2018

Embassy Suites East Peoria

East Peoria, IL 61611

Submission Deadline: June 1, 2018

The Illinois Council of Community College Administrators AND the Illinois Community College Faculty Association are co-hosting their 2018 Fall Conference. Presentation proposals are being requested.

All presenters who are accepted are required to register for the conference.

Topic Suggestions but not limited to the following:

- Student Success
- Assessment
- Career/Technical Education/Adult Education
- Curriculum Innovation
- Addressing Diverse Populations
- Student Affairs/Student Services
- Leadership and Core Values
- Teaching and Learning Best Practices
- Incorporating Classroom Technology
- Best Practices in .....

Type of Presentation:

Panel Discussion

Concurrent Session

1. **Title of Presentation:** Try to think of something catchy; perhaps incorporate theme in conference logo.
2. **Description of Presentation:** This description will appear in the conference brochure if the proposal is accepted by the selection committee; please limit to 40 words or less.
3. **Objective(s) of Presentation:**
4. **Audio-Visual Needs:** Presenters will need to bring their own laptops. ICCCA/ICCFA will provide carts, screens, and projection systems.

If you are bringing a computer, which operating system does it use? Choose Windows OR Apple

Do you need a projection system? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you need Internet access? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Please provide a **brief** summary of the presentation—less than one page.

6. Do you have a preferred presentation date/time? Choose one.

Thursday, November 15 (90-minute session)

Friday, November 16 (50-minute session)

7. **Primary Contact (presenter) Information\*\***

Name:

Title:

College:

Address:

City, State, and Zip Code:

Email:

Phone:

**Additional Presenter's Contact Information\*\* – All presenters are required to register for the conference.**

Name:

Title:

College:

Address:

City, State, and Zip Code:

Email:

Phone:

\*Include additional presenters' information as needed. All names will appear in the conference brochure.

**\*\*If accepted, all presenters must register/submit payment on/before November 5 to remain on the program.**

Email this completed form to [lhefferin@emeritusprofessor.elgin.edu](mailto:lhefferin@emeritusprofessor.elgin.edu) no later than June 1, 2018.

Subject Line: 2018 ICCA/ICCFA Presentation Proposal

Notification of acceptance will be received no later than June 21, 2018.