

**Professional Affairs Council
September 23, 2002
Minutes**

Members Attending:

Mike Ehrlinger, Catonsville; Sue Fowler, Catonsville; Gary Keedy, Catonsville; Dave Stewart, Catonsville; Ira Albert, Dundalk; Ann Bonner, Dundalk; Brenda Fick, Dundalk; Steve Wolfe, Dundalk; John Bachelor, Essex; Ann Stearns, Essex; Lydia Martinez, Ex-Officio Member, Steve Kirchner, Ex-Officio Member

Guest: Henry Linck, Brad Ebersole

1. Minutes

Lydia Martinez handed out revised minutes from the August 26 meeting. The revised minutes were approved unanimously.

2. Old Business:

- a) Faculty Definition: Mike Ehrlinger handed out the Board policy on Faculty Definition. A draft policy from PAC for the Faculty & Professional Staff Handbook was also handed out. PAC members were asked to review this draft to see if everyone was satisfied with this definition of faculty for the Board Policy Manual and for the Faculty & Professional Staff Handbook. Discussion followed regarding policy definitions of both faculty and professional staff. Motion was made to change the first paragraph to read The professional staff of the Community College of Baltimore County shall consist of the president of the campus, deans, directors, full-time instructional faculty, counselors, librarians, and/or professional administrative staff whose positions require at least the bachelor's degree, have been deemed administrative or have other educational responsibilities. The two paragraphs under Role of the Faculty and Professional Staff will be deleted and Section 5.08 from the Board Policy Manual Instructional Faculty: Definition; Role in Academic Policy and Curriculum Development will be inserted. Motion was passed unanimously.
- b) Appointment of New Faculty and Professional Staff Members: Lydia handed out a revision to this proposal with some specific changes (proposed amendment) and also incorporating Policy 2.11 from the Employee Handbook. Mike stated that it was not the intention to replace Policy 2.11. Henry raised the question of why a faculty member already hired needs this information when it is in the Employee Handbook. This proposal came to PAC before the Employee Handbook was published; because of the backlog of proposals, PAC didn't have a chance to discuss it sooner. Henry suggested that there be a link on the web to Lydia's version rather than include it again in another document. Motion was made to take the title of this policy and make a link to the Employee Handbook document. Motion was passed unanimously.

- c) Initial Placement & Statement of Academic Experience: Henry asked the deans to develop a formula for placing faculty on the pay scale so it would be done equitably across all three campuses. He said that he believes this policy belongs in the Employee Handbook with a link to the Faculty Handbook. Motion was made to forward this proposal to the Deans Council for consideration and recommendations and bring back to PAC. Motion passed unanimously.

3. New Business:

- a) Smoking Policy: Evidently there is a different smoking policy on each campus. Sam Tress spoke to Mike about the possibility of having a uniform policy. There is a Board policy which forbids smoking in any building. There is a concern regarding smoke coming into any building through air intake ducts, bothering employees with asthma or other health problems. Signs have been placed on the Dundalk campus prohibiting smoking in certain areas outside buildings. Discussion followed regarding who would handle an infraction □ Security, Human Resources, Environmental Officer or the employee□s supervisor. It was also brought up that students, not just employees, are smokers. Motion was made to table this policy. Motion passed unanimously.
- b) Goals and Objectives Form: Mike put this form together as a listing of different items within the Strategic directions and the three areas in which faculty are rated. Gary questioned the percentages used for this form, noting that faculty are evaluated on more than the three columns listed on this form. Mike asked that this form be taken back to the three campus constituencies to receive further input. It was agreed that the last column would be □College and Community Service.□ It was also decided to strike □Professional Staff□ in the title. This form will be signed by both faculty member and supervisor. Mike will update this form and e-mail for further consideration.

4. Chancellor□s Cabinet Report:

- a) Status on Board Policy Handbook: Lydia handed out a summary of several policies showing the status, e.g., what policies have been approved, what has been rejected, and what is pending Cabinet approval.
- b) Status on Faculty Release Time: Dollar figure that came about as a reduction in release time was a convenient way of cutting the budget, but the Presidents have the ability to give release time. The Presidents can move money from another category to support release time. Each President has the responsibility to balance their own budget.
- c) Employee Handbook: Lydia said that as of this date, there is a new posting on the web with changes to certain policies. She said she can send an e-mail to the campuses notifying everyone of the new changes on the web.

The meeting was adjourned.