

The Community College of Baltimore County
 College Senate Minutes
 Approved February 19, 2007

Date: January 22, 2007
 Site: Dundalk, G 100

Time: 3:04pm

Members Present: Jan Allen, Ruth Ambrose, John Bachelor, Bob Brown, Sharon Casey, Erica Cirillo, James Crouse, Karen Dalton, Bill DeLauder, Charles Dowling, Michael Ehrlinger, Don Elliott, Linda Fleischer, Edward Frasier, Jonathan Grimes, Marian Herb, James Hershey, Steve Kabrhel, Thomas Kemp, George Lavery, Kelly Lemons, Donna Linksz, David Ludwikoski, Ken Mac Laughlin, Meg McKinley, Jack McLaughlin, Chris Mirbaha, Kamaria Moir, Maureen O'Brien, Carolyn Payton, Mitchell Perkins, Patricia Rhea, Virginia Schurman, Charles Seltzer, Fran Smither, Al Starr, Ann Kaiser Stearns, Robert Stone, Carol Tipton, Laura Trauth, Joe Whedbee, Sean White, Lee Wible

Excused Absences: Catherine Griswold, John Kozarski, Bernadette Low, Cheryl McNamara, Casey O'Brien, James Robinson, Lucius Robinson, Donna Rongione, Hannah Shuster

Unexcused Absences: Wayne Alt, May Chen, Virginia Forster, Patricia Harrigan, Christopher Rhines, Kraft Rompf, Lauren Rains
 Guests: Steve Kirchner, Rod Pullen, Mildred Singleton

Item	Discussion	Action
I. Call to order	The meeting was called to order at 3:04pm by Senate Chair Ehrlinger.	
II. FY 2008 Operating and Capital Budget report – Steve Kirchner	<p>Chair Ehrlinger informed the Senate that Jeff Hahn would be unable to attend the Senate meeting to report on GASB 45, but that Mildred Singleton from HR was present and could respond to any questions about it that resulted from the budget report.</p> <p>Steve Kirchner was accompanied by three colleagues, Bob Kraft, Assistant Vice President of Finance and Administration, Gail Knapp, Finance Manager, who helped formulate the</p>	

	<p>budget, and Jerry Kramer, Senior Director of Capital Construction.</p> <p>Both the Operating and Capital Budgets are now Board approved as of January 10. Next, they will go to Baltimore County government, to be examined by the County Executive's team from February until mid-April, at which time the County Executive will issue his budget message. At that time it will become the County Recommended Budget. Then it will go to the Baltimore County Council for review. In late May, the Council will issue its budget message and enact the budget into law, to become the FY 2008 Adopted Budget.</p> <p>Mr. Kirchner shared the summary of revenue, summary of expenses by function, summary of expenses by category (the three of which total \$116 million - this is a maintenance-of-effort budget), the credit FTE trend, and tuition and fee increases for in-county, out-of-county and out-of-state students. CCBC's tuition rate will most likely be average for in-county students and slightly above average for out-of-county and out-of-state students. We have new and increased fees for graduation, late registration, and ID card replacement. The college is expecting a 16% increase in State aid in 2008 based on the Cade formula. GASB 45, designed to ensure future retirees' health benefits will be paid, will add \$1.7 million to the operating budget. Tier requests, used to request additional county funds, will total \$3.2 million. The Capital Budget totals \$22.9 million.</p>	
<p>III. Senate Chair remarks</p>	<p><u>BOT Report</u></p> <p>There was a special BOT meeting on January 10. The subject of the meeting was budgetary, and we have had the privilege of getting a first-person report from Steve Kirchner.</p> <p>The Chair is still working with the office of the</p>	

	<p>President to reconvene the Tenure Committee, and we have some temporary dates to work from.</p> <p><u>Senior Staff</u></p> <p>Chair Ehrlinger met with the Senior Staff on January 16 and presented the two new proposals from our December Senate meeting. Dr. Kurtinitis was working this morning to prepare a written response. In brief:</p> <p>Consensual Relationships proposal – complete concurrence with the spirit and scope of the proposal; however, the Senate should discuss extending the proposal to include supervisors and supervised employees.</p> <p>Emeritus Policy revision proposal – endorsed and approved with minor modifications, the first within “eligibility.” Item B required waiting a year to become eligible for nomination to emeritus status, but this requirement should be eliminated and the list of retirees from the past several years who might have been overlooked by our absence of available process will be revisited to look for potential candidates. Second, in the signatory process, the campus dean will be eliminated. Third, the application timeline was designated as March 15 of each year to be presented to the Board for approval at its April meeting. Colleagues achieving emeritus status will be inducted at the commencement ceremony.</p> <p>Parking Signage After Hours proposal – will be piloted this Spring. The Director of Public Safety will recommend to Senior Staff which lots/spaces will have open parking during off hours based on an assessment done one week into the Spring semester. Signs will be placed in the lots and in the cafeteria, on bulletin boards and in campus newspapers. If the pilot proves successful, the policy will become permanent.</p>	
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	<p><u>Committee Assignments from the Executive Committee</u></p> <p>The Academic Standards committee has been doing some housekeeping regarding the Faculty Handbook. Chair Ehrlinger appreciates their effort “to take ownership” on this part of the shared governance website. Gail Restivo has been working with Vicki Lesko and Dawn Mahon to catalog college policies on our website; this is an ongoing effort.</p> <p><u>Reminders from the ExCom</u></p> <ul style="list-style-type: none"> ○ If you are expecting an excused absence from a Senate meeting, please inform Chair Ehrlinger what the excuse is. He relays a list of excused absences to the Secretary, which is checked against the attendance sheet (please sign in on the Senate attendance sheet) and becomes part of our minutes. Monthly committee meeting reports should go to the Secretary as well as <i>attendance</i> reports from the committee meetings. ○ As a reminder, Senate proposals are due to the Secretary by noon the Friday prior to the Executive Committee meeting; that deadline will be February 9th. ○ Finally, our next Senate Meeting on February 19 is on the Essex Campus from 3:00-5:00 in the J Building lecture hall. 	
IV Approval of the December minutes		Minutes were approved unanimously.
V. Campus Forum Reports	<p>Catonsville. Senator Tipton reported that the Forum will meet on January 29 at 3:00 in E104. Trude Cooke-Turner will give an update on civility issues. Senate committee representatives will report on activities. There will be an opportunity for participants to share concerns with the campus or college in general.</p>	

	<p>Dundalk. Senator Mirbaha reported on the January 17th meeting. After committee and SGA reports were given, several issues were discussed: cafeteria renovations/new menu items, procedure for selecting chairs, civility pilot project, classroom renovations, the enrollment decline, new registration procedures, library renovations, and differences among campus day-care centers. The next meeting will be Wednesday, February 14, 3:00-4:30 in J 201.</p> <p>Essex. Senator Schurman reported that Forums would meet the first Wednesday of each month, the first being February 7 in the Recital Hall. Due to a schedule conflict, Senator Maureen O'Brien will lead the meeting until Senator Schurman arrives.</p>	
VI. Committee Reports	<p>A. Academic Standards. Senator Kabrhel reported that the committee did not meet in January but is finishing up two final policies pertaining to syllabi and residency requirements, via email. The next meeting will be February 5 from 3:00 to 5:00 in the virtual classrooms, only if these policies are not finished prior to that date.</p> <p>B. Budget. Senator Stone reported that the committee is still trying to gather Senate and budget information from other MD community colleges but is having difficulty identifying an appropriate contact person for each. The next meeting will be February 15.</p> <p>C. Curriculum and Instruction. Senator Dalton reported that several courses for a new option in the Mechanical Engineering degree and certificate programs was approved in December. There was no January meeting. Pending new proposals, the next meeting is scheduled for February 20 at 3:00 on the Essex campus.</p> <p>D. Evaluation. Senator Kaiser Stearns reported the</p>	

	<p>committee met on January 22 and will meet at 2:00 the first Monday of each month, the next meeting being February 5. She requested that more Senators, especially non-faculty members, consider joining the Evaluation Committee. The committee is awaiting input from the deans on the proposal regarding the faculty teaching award process presented during the last Senate meeting. Concerns raised by faculty librarians and advisors have been addressed, and a faculty at-large category has been added. The committee is working with the consultant on finding a replacement for SIRII. A supervisor evaluation, which is a Middle States mandate, is also being addressed.</p> <p>E. Learning Environment/Student and Community Affairs. Senator Dowling reported on the most recent meeting, on the Dundalk campus, during which they discussed two big issues which should have proposals ready next month: the flexi and the extra Tuesday in the calendar. The committee is also dealing with civility issues.</p> <p>F. Professional Affairs. Senator MacLaughlin reported that the January 8 meeting was cancelled, but the committee met January 22. They finalized the procedure to select a department chair and the Faculty Grievance Committee Hearing Procedures. Work on the Employee Handbook continues. The next meeting will be February 12 at 3:00pm.</p>	
VII. New Business	<ol style="list-style-type: none"> 1. CIC proposal, presented by Senator Dalton. 2. ASC proposal on the Student Appeals Process. 3. ASC report on changes to the Academic Freedom, 	<p>The proposal was approved unanimously.</p> <p>The proposal was approved unanimously.</p> <p>Changes were</p>

	<p>Final Exam and Writing policies. Instead of sending these to PAC, the Senate as a body determined final wording. The final wording for the Final Exam Policy reads as follows: The last week of each full semester (Fall and Spring) is used exclusively for final examinations or other concluding instructional activities in accordance with the official schedule and course syllabi. Students who do not report for a scheduled final examination may be given a failing grade for the examination based on the instructions in the instructor’s syllabus.</p> <p>4. Senator Kabrhel also presented the edited “Recommendations for ‘Classroom Policies’ currently found on the PAC website.”</p>	<p>recommended. The modified Final Exam policy passed with one opposed and three abstentions. The Writing Policy passed unanimously.</p> <p>The only recommended change was under Student Attendance, “Each faculty member will determine attendance policy appropriate for meeting each course’s objective, and will monitor attendance,” replacing but with and.</p>
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The meeting was adjourned at 4:40 pm. The next 2006-2007 Senate Meeting will be held Monday, February 19, 2006, at 3:00pm on the Essex Campus, in the J Building auditorium.

Respectfully Submitted,
Carol Tipton
Senate Secretary, 2006-2007