

The Community College of Baltimore County  
 College Senate Minutes  
 Approved 1/22/07

Date: December 18, 2006  
 Site: Catonsville, H 308

Time: 3:04pm

Members Present: Jan Allen, John Bachelor, Sharon Casey, May Chen, Erica Cirillo, James Crouse, Karen Dalton, Bill DeLauder, Charles Dowling, Michael Ehrlinger, Linda Fleischer, Edward Frasier, Jonathan Grimes, Catherine Griswold, Patricia Harrigan, Marian Herb, James Hershey, Steve Kabrhel, Thomas Kemp, John Kozarski, George Lavery, Kelly Lemons, Donna Linksz, Bernadette Low, David Ludwikoski, Ken MacLaughlin, Meg McKinley, Chris Mirbaha, Casey O'Brien, Maureen O'Brien, Carolyn Payton, Mitchell Perkins, Patricia Rhea, James Robinson, Lucius Robinson, Donna Rongione, Virginia Schurman, Charles Seltzer, Hannah Shuster, Fran Smither, Al Starr, Ann Kaiser Stearns, Carol Tipton, Laura Trauth, Joe Whedbee

Excused Absence: Wayne Alt, Ruth Ambrose, Don Elliott, Virginia Forster, Cheryl McNamara, Jack McLaughlin, Robert Stone, Christopher Rhines, Lee Wible

Unexcused Absence: Bob Brown, Kamaria Moir, Kraft Rompf, Lauren Rains, Sean White

Guests: Security, Steve Kirchner, Mark McColloch, Rod Pullen, Gayle Restivo,

Item	Discussion	Action
I. Call to order	The meeting was called to order at 3:04pm by Senate Chair Ehrlinger.	
II. Chair remarks	Chair Ehrlinger informed the Senate that President Kurtinitis would be unable to attend the meeting today, that she would attend the January meeting, and that he would cover the salient points she had wanted to discuss within his Chair remarks. <u>BOT Report</u> There was a BOT meeting on last Wednesday. Although there were no new policies to announce he did point	

	<p>out an observation to the Board. A shared governance milestone went largely unnoticed in November. When he was asked to present a gift on behalf of the College to Dr. Kurtinitis at the President's installation, it was the first time in the history of CCBC that a shared governance leader was asked to share the stage at a college-wide function. Historically at the Catonsville Community College the President of the Senate played a role at every college-wide event; a practice that was disbanded over a decade ago and never taken up by CCBC. A note of recognition and thanks is in order to Dr. F. Scott Black and his committee for organizing the event.</p> <p>Dr. Clay Whitlow, the Executive Director of the Maryland Association of Community Colleges, came to update the Board on the current legislative initiatives underway for community colleges. Of the \$496 million requested by Higher Education \$137 million is for community colleges. \$113 million is already secured in-kind matching from county sources if the state comes through. (One building at Salisbury cost \$55 million last year equal to last year's community college capital funding budget. Salisbury has 7,500-8,000 students; community colleges have over half of all students in Maryland higher education). CCBC will benefit from this funding as it includes the new library at Catonsville and the new building at Owings Mills.</p> <p>At the BOT meeting Dr. Kurtinitis asked me to reconvene the Tenure Committee and I will be asking Senator MacLaughlin to work with me selecting three dates in mid January from which the Board can select .</p> <p><u>Senior Staff</u> Chair Ehrlinger met with the Senior Staff on December 5 and</p>	
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	<p>again on December 12. On the 5<sup>th</sup>, the Consensual Relationship proposal was presented:</p> <ul style="list-style-type: none"> <li>• Well received, although not officially approved at the meeting.</li> <li>• The Senior Staff is looking into a sister policy to protect CCBC Employees at large.</li> <li>• Beth Woodland-Hargrove, our General Counsel, found a BOT policy from Montgomery College, a shall-not policy.</li> <li>• Many of the same salient points about our policy that were brought out in the Senate discussion were brought to light again. 1) protection 2) discretion and 3) course of action.</li> </ul> <p><u>Senate Constitutional Representation</u>  When Dr. Kurtinitis revamped the college structure the Executive Committee realized that it might have implications on the Senate representation. For instance in the new VP structure, the VP of Instruction has 40 Senators, the VP of Enrollment and Student Services has 12 Senators, the VP of Administration has 7 Senators, and the VP of Institutional Advancement has 1 Senator. This information was presented to the Senior Staff as a courtesy. The design of the Senate has to keep a 60/40 ratio of faculty Senators to other college employees. The Executive Committee will bring a revision of the Senate representation as a proposal to the Senate later in the academic year.</p> <p><u>Expanded Leadership Team</u>  Steve Kirchner gave an update on the budget for the coming</p>	
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year which has become a process complicated by the inclusion of GASB 45 compliance. Steve has agreed to present the '08 Budget at the January Senate meeting FYI. Dr. Kurtinitis wanted to answer questions about GASB 45 here today but needed to reschedule for the January Senate meeting.

Committee Assignments from the Executive Committee

You can see from our agenda that a few items can be removed from our committee assignments:

- Emeritus reconsideration - PAC
- Outstanding Teacher Procedure – Evaluation Committee
- A request from the Dundalk forum regarding the inconsistency of parking enforcement in the evenings. Should there be a common regulation or should the regulation at least be posted in the lots? LESCA,

Reminders from the ExCom

- If you are expecting an excused absence from a Senate meeting – please inform me what the excuse is. I relay a list of excused absences to the Secretary and in turn, it becomes part of our minutes. Monthly committee meeting reports should go to the Secretary as well as *attendance* reports from the committee meetings.
- Senators are expected to attend campus Forum meetings, especially in light of the emphasis the President has placed on participation.
- As a reminder, Senate proposals are due to the Secretary by noon the Friday prior to the Executive Committee meeting that deadline will be January 12<sup>th</sup>.

	<ul style="list-style-type: none"> <li>o Finally, our next Senate Meeting on January 22 is on the Dundalk Campus from 3:00 to 5:00 in J201.</li> </ul>	
II. Approval of the November minutes		Minutes were approved unanimously.
III. Campus Forum Reports	<p><b>Catonsville.</b> Senator Tipton reported that the Catonsville Forum met November 27<sup>th</sup> with about 40 people in attendance.</p> <p>As a follow up to the President’s civility forum on October 30, Drs. Lillian Archer, Larry Coleman, Alicia Harvey-Smith and Rich Lilley presented a report which included a question and answer period. They reported that information from the forum minutes has been used to develop intervention strategies aimed at improving the campus and college climate. Three general themes have emerged from this information, as well as feedback from multiple sources. These themes are the Code of Student Conduct, Human Relations training and Classroom Management. Strategies to address these issues are being developed. If anyone would like a copy of the complete report, let Senator Tipton know via email.</p> <p>In addition, reports were heard on the activities of each Senate committee, the Catonsville SCAC and the SGA.</p> <p>Finally, the Forum voted to eliminate its bylaws because none of the other campus Forums have bylaws.</p> <p><b>Dundalk.</b> Senator Mirbaha reported that the Dundalk Forum met on December 6 at 2:30pm. In addition to Senate committee reports, open floor items included the following:</p> <ul style="list-style-type: none"> <li>a. Several people pointed out that the new Dundalk Campus Sodexo manager, Jonathan Brandt, needs to be commended.</li> <li>b. Renovations will be taking place in the Dundalk cafeteria, as well as at the Catonsville and Essex Campus Cafeterias during the winter</li> </ul>	

	<p>break (beginning December 17<sup>th</sup>). At Dundalk, the Dance Studio will be the temporary location of the Cafeteria during these renovations.</p> <ul style="list-style-type: none"> <li>c. Parking update – there will be a proposal coming to the full College Senate at the December 18<sup>th</sup> meeting by LESCA regarding a common parking policy for all campuses to follow.</li> <li>d. Renovations will be occurring in three areas at Dundalk. One of those renovations will be to replace the carpeting in the office area that houses several departments. Thus, the contents of that area and those offices will be stored in rooms close by but on the same building level while those renovations are occurring.</li> </ul> <p>Next meeting: Wednesday, January 17, 2007, in J201 at 3:00 p.m.</p> <p><b>Essex.</b> Senator Schurman reported on two meetings of the Essex Forum, the first being on November 15.</p> <ol style="list-style-type: none"> <li>1. There were about 30 present.</li> <li>2. There was a discussion of the new uniform starting time for evening classes for all campuses. The 5:45 starting time is very difficult for some students. Dr. Kurtinitis said that the starting time will be re-examined and changed if necessary.</li> <li>3. It was suggested that the appropriate senate committee look into instituting plus and minus final grades, ex. C+ and C- because there is often a lot of difference in the performance of a C+ and a C- student and yet currently they receive the same grade. Chair Ehrlinger commented that the college stopped</li> </ol>	
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	<p>using plus and minus grades because they do not transfer. The Executive Committee will assign this issue to the appropriate committee.</p> <p>4. Students reported that many have problems with online registration. For example, the system locks you out for 15 minutes if your time is up. Students don't know how to access their SIMON accounts or don't even know they exist. Could there be an open lab set aside to help students? Dr. Lilley is looking into these questions.</p> <p>5. There was a discussion of the lack of preparation of many students who take Web courses. Should there be pre-requisites or an assessment test that must be passed first, a mandatory mini-class before taking the first web class or a mandatory orientation? Chair Ehrlinger commented that at the ELT meeting, it was pointed out that many students do not carefully read the screens; they just want to click and register. He asked Dr. Peterka if a readability study had ever been done on the screens because some of our students may not be able to read the screens. Senator Rhea mentioned that there is an orientation for on-line courses on the CCBC network, which is broadcast every semester multiple times. The Executive Committee will assign this issue to the appropriate committee.</p> <p>6. There was a discussion of how students could meet their professors before school starts.</p> <p>7. There was a discussion of changes in health benefits for retirees. No final decisions have been made, but there is a need to assess the college's expenses into the future. The college is working with an actuary to make a plan to build the costs into the FY '08 budget. The new options will not affect those already retired.</p>	
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	<p>The second meeting was held on December 13.</p> <ol style="list-style-type: none"> <li>1. There were about 15 present.</li> <li>2. The question of allowing more flexibility in the number of weeks for a course in January was discussed. The Wellness center would like to reinstitute their 3 week course. This question and the concern that the 7 week summer session has less class time than the fall or spring semester was referred to Lynn MacLaughlin, Director of Records and Registration, who will investigate.</li> <li>3. The question of the 5:45 starting time for evening classes was once again discussed.</li> <li>4. There is no forum scheduled for January. The dates for the spring forums will be determined after hearing from the student activities coordinator and will be published as soon as possible on the Inner Loop.</li> </ol>	
<p>IV. Committee Reports</p>	<p><b>A. Academic Standards.</b> Senator Kabrhel reported on the December 4 meeting. Discussion regarding editing the five policies on the old LAAC website is almost complete. The committee also finished discussing the classroom policies related to the upcoming Faculty/Employee Handbook on the PAC website. There are 19 policies in total. The committee recommends that the LAAC website, which has policies regarding Gen Ed requirements for disabilities, vehicle use registration, midterm grades, academic action and two-credit course requirements, does not need to exist any more once necessary changes are made to these policies, because these policies can be referenced in the College Catalog or the Faculty/Employee Handbook. The vehicle use policy, and the midterm grade policy (after editorial changes)</p>	

should go to LESCA and will then be added to the classroom policies. Senator Kabrhel will send out an email containing links to these policies. Three policies, Academic Freedom, Final Exams and Writing, will be referred to PAC. Wording of these policies on the PAC website is older and needs to be referenced to the actual College Catalog. The Repeat Course and Academic Dishonesty policies, which the Senate passed, needs to be referenced. Assessment for Prior Learning and Assessment for Placement are policies currently in the catalog, in which the wording is up to date, so the website needs to reflect this. Editorial changes are needed to several policies: the QPA policy, which needs to include the FX grade, Student Attendance, and Faculty Grade Books. The January meeting will not take place; instead, email will be used.

**B. Budget Review.** Senator Lemons reported that the committee met with Steve Kirchner, Bob Kraft and Gail Knapp on Friday, Dec 8<sup>th</sup> at the Dundalk Campus. The committee was given another update on the FY08 budget. Committee members that were present were: Robert Stone, Lee Wible, Meg McKinley and James Robinson. The budget was submitted to the Board of Trustees for consideration on Wednesday, December 13<sup>th</sup>. The proposed budget for FY08 is \$166,118,421 which is \$6,618,708 above last year (a 4.1% increase over FY07).

Of the \$10 million dollars for PLUS and STRATEGIC requests, Senior Staff was able to propose funding for \$1.3 million of the requests. (Conference & Meetings, Utilities, Temp Hourly, Instructional Supplies and Contractual Services (copier services, HR initiative, etc.).

	<p>There is a proposed increase in tuition for FY08 – (a \$3 increase In-County, \$10 Out-of-County and \$10 Out-of-State). These increases will probably keep CCBC in the middle of the pack for tuition costs in the State of Maryland Community Colleges.</p> <p>There was also a proposal to increase the Graduation fee from \$25 to \$35 (additional revenue generated \$17,500). Proposed late registration fee (this is new to CCBC) \$25 per semester (additional revenue generated \$18,000). ID card replacement (new fee) \$5 (additional revenue generated \$15,000)</p> <p>The CADE formula should generate an increase in State Aid revenue over FY07 of \$5,135,390 (a 16% increase over FY07)</p> <p>There will be a special BOT meeting on January 10<sup>th</sup>, where the Board should be approving the budget. Our committee did not meet as scheduled on Thursday, December 14<sup>th</sup>. The Committee decided to hold off until the New Year and meet as scheduled on Thursday, January 18<sup>th</sup> at 10:00. Some committee members have received more feedback from the other CC in the state and this will be discussed at our next meeting on the 18<sup>th</sup> of January.</p> <p><b>C. Curriculum and Instruction.</b> Senator Low reported the committee met last month and approved 25 courses and a new program, which was presented during New Business. The next meetings will be December 19 and January 16.</p> <p><b>D. Evaluation.</b> Senator Kaiser Stearns reported that Dr. McColloch had met with the committee to follow up on</p>	
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	<p>finding an alternative for SIRII. A consultant is being hired next semester to work on this issue and the supervisor evaluation process.</p> <p><b>E. LESCA.</b> Senator Dowling reported LESCA had not met since the last Senate meeting, but has been involved in campus Forums, especially as they deal with several major issues: civility (mainly on the Catonsville Campus – a college-wide policy will be formulated), the calendar (class start times, holidays, free hour), and the electronic flexi. The next meeting will be held January 5. In the meantime, email Senator Dowling any calendar issues you may have.</p> <p><b>F. Professional Affairs.</b> Senator MacLaughlin reported that PAC met twice in December, on the 11<sup>th</sup> and 18<sup>th</sup>, and did independent work on the Employee Handbook. HR will commence typing the sections: Academic Affairs, Academic Freedom, Commencement, Institutional Upgrade, Food Service, Library Service, Media Service and Technology. The next meeting will be January 8, 11:00-3:00.</p>	
VIII. New Business	<p>A. CIC chair, Senator Low, presented two proposals: approval of a new program in dental hygiene and related courses, and updates related to prerequisites in three other courses.</p> <p>B. Emeritus proposal from PAC presented by Senators Payton and Griswold. An amendment to add “or the predecessor colleges” passed, and several editorial changes were made. The final version is attached.</p> <p>C. Senator Dowling presented a parking proposal from LESCA. An amendment adding “in conjunction with</p>	<p>Both proposals passed unanimously.</p> <p>This proposal passed unanimously.</p> <p>The proposal passed with 31 in favor and 6</p>

	<p>the campus Forum” passed unanimously, and several editorial changes were made.</p> <p>D. Senator Kaiser Stearns presented an Outstanding Teacher proposal.</p> <p>E. Senator Allen suggested not scheduling Senate meetings on the day before semester grades are due. Chair Ehrlinger mentioned that we were unaware that this was the case when this meeting was scheduled, and will examine the spring schedule to ensure it does not happen again.</p> <p>F. Chair Ehrlinger reported that the Senate was asked for further input on the college-wide retirement celebration plan which Senator Lavery reported on a few months ago. The Executive Committee recommended that an announcement be made at the Teaching and Learning Roundtable in January so that the college community can be informed. A letter to that effect is being sent to Senior Staff so they can begin planning and publicizing this event. It can also be presented to the Expanded Leadership Team for its input and support.</p>	<p>opposed.</p> <p>The motion to pass this proposal was tabled (21 in favor and 13 opposed) until the next meeting in order to give the Senate opportunity to peruse proposed editorial changes.</p>
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The meeting was adjourned at 4:40 pm. The next 2006-2007 Senate Meeting will be held Monday, January 22, 2006, at 3:00pm on the Dundalk Campus, in G100.

Respectfully Submitted,  
Carol Tipton  
Senate Secretary, 2006-2007