

The Community College of Baltimore County
 College Senate Minutes

Date: 11/15/04 Time: 3P Site: Dundalk J 201

Members Present: Ira Albert, Phyllis Baytop, Christopher Rhines, Charlie Seltzer, Ken MacLaughlin, , Wayne Alt, Monica Otal, Bernadette Low, Mitchell Perkins, Bob Brown, Karen Dalton, Jim Hershey, Steve Kabrhel, Chris Mirbaha, Joe Whedbee, Charlie Dowling, Mike Ehrlinger, Erik Miller, Terry Wolfe, Edna Michel-Moyer, Robert Solomon, Susan Thompson, Dennis Seymour, Marian Herb, Beth Hunsinger, George Lavery, Judith Maisey, Fran Smither, Ken Buck, Lee Wible, May Chen, John Kozarski, Bob Kraft, Jacquelyn Lucy, Michelle Mahan, Cassidy Chesnut, Donna Linksz, Lucius Robinson, Patricia Beard, Sue Fowler, Robert Stone, Al Starr, Robert Hess , Students: Kesha King, Gerald Lee, Dana Colaianni

Absent: The following individuals were excused from today’s Senate meeting: Regina Shea, John Bachelor, Tom Gregory, Virginia Schurman, Carol Roush, Linda Weinhouse, and Mitchell Perkins. The following Senators were absent: Ann Sterns, Paul Glasgow, Samir Latif, Students: Jeff Lee (excused), Shaun Mosley, Ken Robinson, James Robinson

This meeting was a regular Senate meeting and was called by Senator Rhines. The official name of this assembly is The College Senate of the Community College of Baltimore County or the College Senate. The Senate secretary is Edna Michel-Moyer

Issue	Report/ Discussion	Explanation/ Final Action
I. Call to order Chair Remarks	The Senate meeting was called to order at 3:05PM by the Senate Chair. New members were introduced: Bernadette Low, and Charlie Seltzer. The School of Health Professions needs to replace one member. Vice-Chair, Joe Whedbee introduced two new student representatives from Dundalk: Dana Colaianni and Gerald Lee. Edna Michel-Moyer introduced Keisha King as a Catonsville student representative. The chair announced that he had attended the Board of Trustee meeting and discussed that the Senate has begun organizing. The Senate Chair will be meeting with the Chancellor’s Cabinet in early December with delegates of the cabinet and government.	The School of Health Professions will need to elect another representative.

<p>II. Reading and Approval of minutes dated 10/18/04</p>	<p>Jim Hershey was absent but was included as being in attendance and absent in the minutes. There were no other corrections, additions or deletion to the minutes.</p>	<p>Minutes were approved with 36 in favor of acceptance of the minutes with stated correction and one abstention.</p>
<p>III. Reports, requests and recommendations of the Executive Committee</p>	<ol style="list-style-type: none"> 1. Roles of the Vice-Chairs: The Senate Chair clarified roles of the Senate Vice Chairs: Joe Whedbee will replace the Senate chair in case of absence. Michael Ehrlinger will represent employees who do not have direct college representation in the Senate (ie: adjuncts). 2. Recommendations and Proposals from the Executive Committee: Prior to today's meeting, copies of three proposals from the Executive Committee were distributed electronically. Paper copies of the proposals were made available for members who did not receive electronic copies. <ol style="list-style-type: none"> a. <i>Proposal A</i>: Change in the composition of the Executive Committee: The Executive Committee recommended that the Parliamentarian does not need to be included as part of the Executive committee. Joe Whedbee motioned to accept this proposal which was seconded by Ken MacLaughlin. b. <i>Proposal B</i>: Recommendation to eliminate the By-laws Committee as a standing committee of the Senate. Joe Whedbee motioned to accept the Executive committee recommendation to eliminate the By-Laws as a standing committee of the Senate. Chris Mirbaha seconded this proposal. 	<ol style="list-style-type: none"> 2. The three proposals presented by the executive committee cannot be voted upon for adoption or rejection until the December Senate meeting as stipulated by the Constitution Article XI. The following is the action for each proposal: <p><i>Proposal a</i>: The Senate voted on this proposal as presented by the Executive Committee with 38 votes for and 1 abstention. This proposal will be examined at the next Senate meeting.</p> <p><i>Proposal b</i>: The proposal to eliminate a standing committee currently identified as <i>The By-Laws Committee of the Senate</i> (under Senate By-Laws) was accepted with the following amendment: change paragraph one, sentence 2 to read, "The Executive Committee has concluded that this is an unnecessary standing committee,</p>

	<p>c. <i>Proposal C: Allocation of Released Time for Senate Leadership Positions.</i> The Chair reviewed the proposal. <i>Questions from the Senate to the Senate Chair:</i> 1. What if the college did not approve released time? Chairs response: If approved, this recommended release time should represent what Senate leadership needs to participate in active shared governance. The proposal is a guideline for the college. Release time is one way in which the College demonstrates support of shared governance. Question 2: When does the year begin to use released time? Senate Chair response: the chair of each committee determines when to use release time. The Senate works on an academic year and therefore this should be considered.</p> <p>The Chair addressed that non-teaching staff still has no method of compensation for Senators accepting leadership roles. John Bachelor, who represents classified employees, is out on medical leave. Norm McCollough has been elected as an ex-officio member in John Bachelor’s place on Professional Affairs (PA). The Senate Chair will request Norm McCullough and the PA to examine this issue.</p> <p>Al Starr: recommended that Jeff Hahn be involved in this process as the issue of compensation for classified representatives is complex due to legal constraints.</p>	<p>whose functions might be better performed by ad hoc task forces appointed for that purpose by the Executive Committee.” This proposal will be voted upon at the December meeting with stated amendments.</p> <p><i>Proposal c:</i> The Senate voted unanimously to accept the proposal about Released time with the amendments to use the more current term of “reassigned time” and the additional phrase: “and shall be reviewed by the Senate at the end of the academic year”.</p>
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	<p>Senator Starr recommended that the term “release time” be changed to “reassigned time” as this is the current term. Dennis Seymour proposed that the executive committee proposal reflect the more current term of “reassigned time”. Rob Hess seconded this proposal.</p> <p>Senate Question: What if there is no availability of reassigned time? Answer: There will be a method for compensation if leadership cannot be compensated by release of duties. Charles Dowling stated that faculty might receive “overload” payment.</p> <p>Donna Linkz stated that Faculty can utilize Senate work load as part of college service, if employees can’t be reassigned or compensated otherwise.</p> <p>Senator Mirbaha suggested the Senate should review reassigned time allocation yearly. This is so the Board of Trustees may formulate inclusion of cost for reassigned time into the budget. Senator Mirbaha proposed that the following sentence be added at the end of the second paragraph: “and shall be reviewed by the Senate by the end of the academic year”. Charles Dowling seconded this amendment to the proposal.</p> <p>3. Shaun McKay attended the last Executive Committee meeting to discuss the work of establishing a working list of college committees and their location. There are well over 100 committees working at the college. Currently there is no single reference of all the work, which is being done at the college.</p> <p>4. A discussion occurred about the membership numbers of the Senate. The actual number of the Senate is 58 not 60 as there are members who have not assumed or been elected to positions.</p>	<p>The Senate voted to accept Senator Mirbaha’s amendment of the additional statement: 38 for, one against, and one abstention.</p> <p>3. The Senate will begin working on data collection.</p> <p>4. Senate positions will need to be filled. When voting, Senate position vacancy numbers will need to be taken into consideration due to the</p>
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	<p>the number of enrolled students does not increase county or state funding.</p> <p>Senator Star reviewed three components of the 2006 budget that are not included in the County's maintenance of effort budget. These include the ever-rising cost of health care (\$1.2 mill expected increase), merit increases (\$1.9 mill) and technology equipment (\$1.9 mill). These non-funded, and at times, escalating fees are a long term problem. During the previous years, CCBC has been able to cut the budget to meet these costs. But now the college has nothing more to cut. The college cannot raise tuition enough to cover the costs because CCBC is already on of the top six colleges in the state in terms of tuition. These ever-escalating fees will be a long-term problem.</p> <p>The Maryland Association of Community College's is lobbying for additional state funds. Student, Dana Colaianni, stated that a student from the Dundalk campus is establishing a group to lobby the government. The Senate agreed that the college needs to show a combined effort of support across all 3 campuses.</p> <p>Wayne Alt voiced concern about the use of money for things, which perhaps would best be cut. He used the example of the college's catalog, which contained photos of "students" who are not really students but models. This money could be spent on other necessities.</p> <p>Another Senator stated that perhaps the costly catalog did not need to be pressed every year.</p> <p>One Senator wanted to know if there was other communication occurring with other community colleges about this problem. Yes, several groups were discussing this problem.</p>	
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<p>C. Curriculum and Instruction</p>	<p>Senator Starr recommended that the Senate begin educating the college community employees of how the community college budget is created. For example, the Budget Committee might discuss the difference between the operating and the capital budget.</p> <p>Senator Albert suggested a motion to create a college political action group. The Senate Chair suggested that the Senate should encourage participation in a political action group but the Senate should not create a committee. The Senate would not oversee this action group.</p> <p>Senator Albert said that the Chancellor was interested in seeing an action group at the college, but the approach must be handled delicately. Senator Albert suggested that the alumni be approached to join as well as current CCBC employees and students.</p> <p>Senator Albert requested a vote of good faith from the Senate on this topic. Senator Albert proposed that the Senate go on record as supporting an independent action committee to obtain public support to lobby political support for greater funding for community colleges. Keisha King seconded this proposal.</p> <p>C. The Curriculum and Instruction (CIC) committee report was given by Bernadette Low, chairperson of CIC:: Senator Low reviewed membership of CIC. The committee met in September. There were over 20 course proposals from radiation therapy, alone which were examined. CIC did not pass these courses, but sent them back for revision. CIC will meet 11/16 to review</p>	<p>Communications is necessary between Senate members and its constituency. Campus Forums will expedite this communication.</p> <p>No action.</p> <p>The Senate voted nearly unanimously to support a Political Action Group: 38 for a show of support with one abstention</p> <p>No action.</p>
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<p>D. Learning Affairs</p>	<p>several business management courses. The next meeting of CIC will be December seventh. Proposals for CIC need to be sent Senator Low by the first of December.</p> <p>Senate Discussion: The proposed radiation therapy courses will require major revision of the current catalog once passed. Senator Maisey suggested that large proposals such as this caused student confusion about required courses. Joe Whedbee said these changes are occurring because of changes in the national standards.</p> <p>The regular CIC meeting will be held on the 3rd Tuesday of each month except in December.</p> <p>D. Beth Hunsinger, who was elected chair, presented the Learning Environment Committee report. The first meeting was held. Senator Hunsinger voiced concerns about the fact that the Catonsville Campus continues to have a Student and Community Affairs Committee, which reports to the campus forum. This may overlap the work of the college committee. Senator Hunsinger charged the Executive committee to look at this issue. The Senate Chair stated that there may be overlap, but the idea of forums is to bring forth issues, and concerns, which may be college based or may be directed to the college as a whole.</p> <p>The committee will be working on its mission statement during the next meeting. The next meeting will be held 11/20 at 1:30Pm on the Essex campus.</p>	<p>No action.</p> <p>No action.</p> <p>No action.</p>
<p>E. Professional Affairs</p>	<p>E. Ken MacLaughlin who was elected as the chair gave the Professional Affairs Committee (PAC) report. The first meeting</p>	<p>No action.</p>

<p>F. Student and Community Affairs</p> <p>G. Campus Forums</p>	<p>was held today prior to the Senate meeting. Senator MacLaughlin reviewed the committee membership. Norman McCollough will substitute for John Bachelor. The next meeting will be held Monday, 12/13 at the Essex campus. Future meetings will be held at the site of the scheduled monthly Senate meetings. December 15th will be used as a back-up meeting date for overflow work of the 12/13 meeting. The first order of business of PAC will be examination of the College Interim Employee Handbook, then examination of the material, which Jeff Hahn presented at the October Senate meeting (sick bank), college leave, and office hour requirement for Web courses. The PAC minutes will be taken on a rotating schedule by the attendees.</p> <p>F. Charles Dowling, who was elected chair, presented the Student and Community Affairs Committee (SCA) report. The first organizational meeting was held last week. Senator Dowling extended desire that student representatives should be members of this committee. SCA voting for proposals will occur based on attendance numbers and majority. Functionality of the committee was discussed at the last meeting. The purview of this committee is to review issues related to the day- to- day function at CCBC Additional charges from the Senate will be accepted.</p> <p>The standard meetings date of SCA will be the 2nd Monday of each month. The next meeting will be at 3P on the Essex campus. Senator Dowling indicated that some business for SCA has come from the Catonsville Forum.</p> <p>G. Forum Reports Essex Forum: Regina Shea will oversee this forums work. The</p>	<p>Both the Senate Student and Community Affairs and Academic Standards should examine the use of cell phones in public areas of the college.</p> <p>No action.</p>
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	<p>next meeting will be held 11/17 at 12:30 in room L 101B.</p> <p>Catonsville Forum: Edna Michel-Moyer was elected to oversee this forum. Senator Moyer reported that the Catonsville forum has met 3 times. Catonsville has voted in By-laws for their use. The following issues were discussed:</p> <ol style="list-style-type: none"> 1. Catonsville campus noted that the Essex had an excellent cyber café. This area gave the students a meeting place. Catonsville would like the Budget Review committee to examine a method for such a place to be created on the Catonsville campus. 2. Cell phone use in hallways and campus public places has become disruptive. This is due to the phones ringing and loud voices while on the phone. The Catonsville Campus forum would like this issue studied by the college. Senator Moyer felt that it was best served to be addressed by the Student and Community Affairs Committee. Senator Dowling suggested that the Academic Standards Committee should also study this issue and that two reports on this issue should be presented. 3. Senator Moyer and Senator Hess had a meeting with Dr. Jones about the budget deficit. President Jones would like to have the campus forum begin to develop a list of what is important to the college and what may be cut because of the deficit. President Jones said that each forum would be requested to examine this issue in the future. Senator Moyer felt that in addition to the forum, the college Senate committees should begin looking at this issue. Senator Hess and Moyer met after the meeting with Dr. Jones and created a list of groups, in which these issues should be addressed. Demographics need to be included in the research. <p>The next Catonsville Forum meeting will be January or</p>	<ol style="list-style-type: none"> 1. No action 2. Both Student and Community Affairs and Academic Standards will study this issue. 3. Senator Moyer will send a copy of the materials summarized from the meeting with Dr. Jones and forward them to the Senate.
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	<p>February. Standard time for the meeting will be the first Monday of the month at 2:30PM.</p> <p>Dundalk: Chris Mirbaha was appointed to arrange the first forum. The first meeting will be held 3PM-4: 30Pm 11/17 in rooms E 100-101.</p>	No action
V. Unfinished Business: Election of Parliamentarian	<p>A. Senator Moyer nominated Charles Dowling for position of Parliamentarian. Senator Dowling accepted the nomination. No other nominations occurred.</p> <p>Senator Shea forwarded The MHEC report to the Senate Chair and Secretary. The document is very lengthy. If this is sent via e-mail, it is likely to congest each Senators computer. Senator Ehrlinger recommended viewing the file via the MHEC WEB Site.</p>	<p>The Senate voted unanimously to elect Senator Dowling as Parliamentarian.</p> <p>Senator Ehrlinger will forward the Web link to the Senate Secretary. The Senate Secretary will e-mail the link to all Senators for viewing the document. See below for link: http://www.mhec.state.md.us/index.asp or Draft of the 2004 Maryland State Plan for Postsecondary Education</p>
<p>VI. Other / Announcements</p> <p>A. Unresolved, or unsolved work from 2003-22004 to be forwarded to committee</p> <p>B. Other</p>	<p>A. The Senate Chair distributed 3X5 cards to the Senate members. Any issues, unresolved work or problems, which should go to standing committees, were to be scribbled. The Executive Committee will collate the cards and give them to the appropriate Senate standing committee(s). One issue was to be documented on a single card.</p> <p>B. Announcements: Senator Lavery Snow closures: Last year LAC made a recommendation to the Chancellor about snow closures and college late opening policy. The Chancellor has accepted this policy. In the event of late opening, students should report to the class, which is scheduled at the time of the college opening. It does not matter if the class only has 10 minutes</p>	<p>Work will be distributed to the Chairs of the Executive Committee once collected and collated.</p> <p>It is the Senate's responsibility to distribute the new policy information about late openings at the college. (See attached policy.)</p>

	<p>remaining during that class. The Senate needs to work on distribution of this information immediately. Suggestions were made to publish the policy in campus papers, announce the policy in all classes, and sign posting should assist in getting the policy publicized. SGA should consider creating signs for advertising the new policy and post them on each campus in various areas.</p>	
VII. New Business	<p>Senator Albert stated that most colleges have a single individual who unifies the programs at the college. He suggested that CCBC needs a provost or a single dean who will unify the work of the different schools and divisions. Currently there are three lines of communication: the President of the Catonsville campus and the President of the Essex/Dundalk campus and Vice-Chancellor for Learning and Student Development.</p> <p>Senator Star stated that much of the work that is suggested by Senator Albert comes under his auspices.</p> <p>Senator Maisey voiced concerns that the Senate doesn't know who reports to whom and perhaps we need an organizational chart which will assist us in recognizing roles.</p> <p>Senator Star stated that committees does much work in administration. For example, CLOC (Chief Learning Officer Committee) look at Sabbatical requests. CLOC also make cabinet proposals; work with SLT, the two campus presidents, the Vice Chancellor of learning and Continuing Education.</p> <p>The issue for the Senate is recognizing the organization structure and then accessing the structure for work. Senator Star said he would share the organizational chart. Senator Rhines said that at the last board meeting an organization chart was shared.</p>	<p>Senator Star will send a copy of the organizational chart to the Senate. He will also include job descriptions for him and his staff.</p>
VIII. Adjournment	Motion to adjourn was made	Acceptance to adjourn.

Adjournment 5:12 PM

Respectfully Submitted,
Edna Michel-Moyer, Senate Secretary