

The Community College of Baltimore County  
College Senate Minutes

Date: April 24, 2006

Time: 3:00pm

Site: Essex J Building Auditorium

Members Present: Ira Albert, Jan Allen, Wayne Alt, Ruth Ambrose, John Bachelor, Evan Balkan, Ken Buck, Cassidy Chesnut, Karen Dalton, Charles Dowling, Michael Ehrlinger, Roger Emerson, Virginia Forster, Paul Glasgow, Catherine Griswold, Dell Hagan-Rhodes, Patricia Harrigan, Marian Herb, Rob Hess, Yana Karabelas, Thomas Kemp, John Kozarski, George Lavery, Donna Linksz, Bernadette Low, Jacqueline Lucy, David Ludwikoski, Ken MacLaughlin, Michelle Mahan, Jack McLaughlin, Cheryl McNamara, Edna Michel-Moyer, Chris Mirbaha, Carolyn Payton, Mitchell Perkins, Penny ReVelle, Christopher Rhines, Lucius Robinson, Donna Rongione, Virginia Schurman, Charles Seltzer, Fran Smither, Ann Stearns, Robert Stone, Carol Tipton, Laura Trauth, Louis Vuong, Joe Whedbee, Lee Wible

Excused Absence: Bob Brown, May Chen, Bridget Gilmore, Beth Hunsinger, Steve Kabrhel, Casey O'Brien, Dennis Seymour,

Absent: Kimberly Keefer, Ashley Probasco, James Robinson, Al Starr, Lisa Turner

Visitors: Margy McCampbell, Steve Tanner

This meeting was a regular Senate meeting and was called by Senate Chair Michael Ehrlinger. 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 Carol Tipton.

Item	Discussion	Action
I. Call to order	The meeting was called to order at 3:07 pm by Senate Chair Ehrlinger.	
II. Chair report	<b>BOT report.</b> The Board met on Wednesday, April 19, 2006, at the Essex campus. Chair Ehrlinger reported on the Course Repeat Policy and the International Baccalaureate Credit. He noted the importance of a new administrative commitment to house the approved policies in the President's office. This marks an administrative interest in shared governance that had not been evidenced previously.	

	<p>The Deans have expressed the need for some kind of “Cross Over Evaluation” policy for employees who are fulfilling part of their load in another area, for instance, the TLH that Senate Officers receive. (In some areas no evaluation is provided).</p> <p>The Grievance Procedure has been amended. As part of the AAUP process for lifting the sanction against CCBC, we can expect a visit from them during which they will interview faculty and shared governance leaders. Re. Grievance Committee elections:</p> <ol style="list-style-type: none"> <li>1. Administrators – Secretary Tipton solicited nominations for the administrative grievance panel. To date there are 4 nominees interested in participating, but there are also currently no administrative grievances.</li> <li>2. Unit 4 Classified – there were 5 nominees <ul style="list-style-type: none"> <li>o Sue Fowler, Supervisor of General Services</li> <li>o Lucy Hoilman, Sr. Administrative Assistant, School of Health Professions</li> <li>o Ruth Ingrassia, Assistant to the Director of Admissions</li> <li>o Carolyn Payton, Office of Institutional Equity &amp; organizational Development</li> <li>o Pat Smith, Employment/Recruitment Department.</li> </ul> </li> </ol> <p>Official approval for these nominees will come from our Unit 4 Classified Senators, Robert Stone and Carolyn Payton.</p> <ol style="list-style-type: none"> <li>3. The results of the Faculty Grievance election named F. Scott Black, Rob Hess, Ken MacLaughlin, Chris Mirbaha and Patti Ferraris O’Neil, with alternates, Willa Brooks, Jack McLaughlin and Barbara Towers.</li> </ol>	<p>This charge, from Al Starr, will be passed on to PAC.</p>
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	<p>There are currently no grievances to be heard.</p> <p>Dr. Kurtinitis called Chair Ehrlinger to inform him that the dates for meeting with the Board committee to discuss the Tenure proposal have been relayed to Tom Lingan; we should hear back soon. Trustee Lingan has expressed an interest in attending our last meeting in June.</p> <p>The Expanded Leadership Team meeting was cancelled to present the proposed reorganization of the college.</p> <p>The following proposals were discussed with Senior Staff:</p> <ul style="list-style-type: none"> <li>○ Inclement Weather</li> <li>○ Parking</li> <li>○ Academic Dishonesty – this proposal did not pass. Dr. Proulx is taking definitions from this proposal to the Deans of Learning and Student Development. The proposal needs a more comprehensive look.</li> </ul> <p>After discussion of the other proposals, the Senior Staff agreed to review them and respond at a later date.</p> <p><b>Reminders from the Executive Committee.</b></p> <p>Chair Ehrlinger is the person to excuse absences. Absences can be reported to Secretary Tipton, but the excuse comes from the Chair or in the case of a committee meeting, the Committee Chair.</p> <p>Senate proposals are due to the Secretary by noon on the Friday prior to the Executive Committee meeting. We will stick to this deadline and will share additional proposals which come in after the deadline as items of interest for consideration at future meetings.</p> <p>Committee Chairs are asked to move to the front of the</p>	
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	room to deliver their reports to assist the Secretary in recording accurately.	
III. AAUP Report by Jeff Hahn	<p>Last week the BOT discussed a procedure which will enable the AAUP censure status to be lifted. CCBC is one of four schools nation-wide on the censure list. In 1995 the AAUC Committee recommended that Essex Community College be censured for disregarding the 1940 <i>Statement of Principles of Academic Freedom and Tenure</i>. Three action items were deemed necessary to accomplish the goal of censure removal:</p> <ol style="list-style-type: none"> <li>1. <b>Revise the Employee Grievance Procedure to assure that there is a committee of faculty to review faculty grievances.</b></li>   <li>2. <b>Revise the Program Review Procedures to ensure that faculty make up the majority of the program review committee and that affected faculty have access to due process.</b></li>   <li>3. <b>Revise the five year faculty contract to include tenure-like practices for reappointment, especially in areas in which faculty dismissal is based on discontinuance as well as to clarify language for continuing five year appointments.</b></li> </ol>	<p>On February 20, 2006, the Senate approved a policy which would create such a panel. Senior Staff approved this policy on March 7, 2006.</p> <p>The academic officers have incorporated these recommendations. In addition, affected faculty will now have access to a menu of training and reassignment considerations.</p> <p>Mr. Hahn has proposed contract language revisions which</p>

	<p>The new contract wording will become effective July 1, 2006. Highlights of significant changes follow:</p> <ol style="list-style-type: none"> <li>1. Section 4 now reads in part, “The Board, after a program review has been completed by the Program Review Committee, may discontinue a program or department. Should the Board elect to discontinue the faculty member’s services after such program discontinuance, the faculty member will remain as an active Faculty member for the six (6) months notice period retaining all faculty member benefits, status, and rights.”</li> <li>2. Section 5 stipulates that a recommendation for termination “must be based on demonstrated credible evidence sufficient to justify dismissal. Prior to any recommendation to the BOT, the faculty member will be given the charges for dismissal in writing and College will provide the faculty member a hearing before the faculty Grievance committee at which time the College administration has the burden to present credible evidence sufficient to justify dismissal. The Faculty Grievance committee will then make a recommendation to the President. The President will make the final recommendation to the BOT. The Faculty member may, if dismissal is recommended and prior to dismissal, appeal the decision in writing to the BOT.”</li> <li>3. Section 6 deals with suspension of a faculty member and states that “whenever possible the President shall consult with an ad hoc faculty committee of the Senate about the propriety, length, and other conditions of this</li> </ol>	<p>synchronize contract language with prevailing college practice relative to reappointments. No substantive change was required beyond semantic revision.</p>
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	<p>suspension before the suspension. In all other cases, the President shall consult with an ad hoc committee of the Senate about the propriety, length, and other conditions of the suspension as soon as possible after the suspension.” The President has a right to talk with the grievant before a final decision is made.</p> <p>4. Section 10 of the five-year contract allows for due process, stating that “The faculty member will be evaluated annually with a major review scheduled during year four of the five-year appointment. If the evaluations are satisfactory, the faculty member will be eligible for consideration for another five-year contract and further appointments are presumed unless the College demonstrates cause for discontinuance in a formal hearing before the Faculty Grievance Committee.”</p>	
IV. Approval of minutes		Minutes were approved unanimously.
V. Forum Reports	<p>A. Catonsville. Senator Michel-Moyer reported that the April 3<sup>rd</sup> meeting was well attended. The Chancellor spoke about the restructuring plan and responded to questions. It was requested that each forum publish minutes. The next meeting will be held the first Monday in June.</p> <p>B. Dundalk. Senator Mirbaha reported that the meeting held on the Thursday prior to Spring Break was also very well attended. The Chancellor spoke on the issue of restructuring and fielded numerous questions, some of which regarding searches for new positions were asked at all three forum</p>	

	<p>meetings.</p> <p>C. Essex. Senator Schurman reported that at the April 5 meeting the president of Franklin Square Hospital spoke about the planned construction of a patient tower, which will not be as tall as the CCBC Science Building, but still taller than other surrounding buildings. Then the Chancellor responded to questions about restructuring. No minutes were taken, but perhaps someone who attended can help write up a synopsis of points covered. The next meeting will be held May 3 in the J100 Board Room. Students wish to discuss the free hour.</p>	
<p>VI. Committee Reports</p>	<p>A. <b>Academic Standards.</b> Senator Kabhrel asked Chair Ehrlinger to report in his stead. Due to technical difficulties the committee has not met, but does plan to meet May 1 at 1:00 to discuss virtual classrooms.</p> <p>B. <b>Budget Review.</b> Senator Albert reported our situation now is much better than one year ago. The Baltimore County Executive is recommending a \$2.5 million increase in the county appropriation for CCBC, which includes \$2 million for a 3% COLA for all employees. It also includes money to prepare for a dental hygiene and dental assistant program at the Dundalk Campus. Three-hundred thousand dollars have been allocated for furniture and equipment, and \$500,000 has been added to the capital budget for building renovations to prepare for these programs. All of this must be approved by the County Council at their May 25<sup>th</sup> meeting.</p> <p>The BOT has recommended hiring an internal auditor who would answer directly to the Board. This auditor would provide independent, objective information on allocation of resources as well as</p>	

	<p>evaluations of management.</p> <p>It is anticipated that the college will need \$97 million over the next 20 years to fund health benefits for retirees. However, no one has any idea about how such funds will be obtained. Most other colleges and businesses face the same situation.</p> <p>C. <b>Curriculum and Instruction.</b> Senator Low reported that committee will consider two new proposals during its meeting on April 25.</p> <p>D. <b>Evaluation.</b> Senator Stearns reported that the committee mission statement will be given to Senator Michel-Moyer for posting on the website. The committee hopes that the recommended instrument for evaluating supervisors, which was sent to the Chancellor for review, will be addressed and that the Senate can vote on it in June. The committee researched what other community colleges in the state are doing; most are behind us, and most use an in-house instrument. The one we developed was based on input nation-wide. It will be outsourced for administration, data gathering, and determination of construct validity.</p> <p>Since SIRII is unpopular, the committee will be exploring possible replacements. It is also discussing how the administrator evaluation will be used. If faculty evaluations are used to determine merit pay, the same should apply to supervisors.</p> <p>It was suggested that the Evaluation Committee take on</p>	
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	<p>the task of developing a Cross Over Evaluation Policy for employees who are fulfilling part of their load in another area. Senator Stearns agreed to accept this responsibility for the committee.</p> <p><b>E. Learning Environment/Student and Community Affairs.</b> Senator Dowling reported that the committee has not met, but that Senior Staff showed a new spirit of interest and cooperation, especially with student and community affairs. Mr. Hagen stated that his staff is making a stepped up effort to enforce parking regulations. Senior Staff is willing to work with Allied Health regarding the concerns about the inclement weather policy.</p> <p>LESCA will be meeting in early May to discuss cafeteria issues and a policy on monitoring emails.</p> <p><b>F. Professional Affairs.</b> Senator Mac Laughlin reported that PAC met April 3 and 24 to finalize the proposal on selecting supervisors. The next meeting will take place on the Catonsville campus at 2:00 on May 8.</p> <p>PAC has been working since last April from a 175-page interim employee handbook to produce a final document, which is still being typed. The next step is the Faculty Handbook. Senator Links made a spreadsheet showing policies contained in the three separate Catonsville, Dundalk and Essex Faculty Handbooks. Some of these policies have been retained and others not. The spreadsheet was shared with Chair Enrlinger. In the past HR maintained these handbooks,</p>	<p>Chair Ehrlinger will send the spreadsheet to Senator Mac Laughlin.</p> <p>These documents will be housed in the President's office.</p>
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	which were not approved by Shared Governance.	
VII. Old Business	None.	
VIII. New Business	<p>A. PAC Proposal for the Procedure to Select Department Chairs/Program Directors/Coordinators. Concerns were raised that this policy would not be a good fit for many programs, some of which are very small or chaired by part-time employees. The AAUP does recommend department elections and that department chairs not be given tenure.</p> <p>Senator Michel-Moyer moved that the proposal be sent back to committee, which will gather input from each college department on how chairs, directors and coordinators are chosen. The new proposal will allow for flexibility in how selection occurs and include a mechanism to recall a chair/director/coordinator who is not doing a good job.</p> <p>B. Senator Michel-Moyer requested that each committee chair check the website to make sure committee documents there are complete.</p>	<p>This motion passed with 28 in favor, one opposed and 9 abstentions.</p>

The meeting was adjourned at 4:26pm. The next 2005-2006 Senate Meeting will be held Monday, May 8, 2006, at 3:00pm on the Catonsville Campus, H308.

Respectfully Submitted,  
Carol Tipton  
Senate Secretary, 2005-2006

