

The Community College of Baltimore County
College Senate Minutes

Date: January 14, 2008
Site: Dundalk G-100

Time: 1:00pm

Members Present: Richard Barnett, Pat Beard, Nancy Bogage, Bob Brown, Sharon Casey, Erica Cirillo, Paulette Comet, James Crouse, Karen Dalton, Bill DeLauder, Antonina Dembeck, Charles Dowling, Michael Ehrlinger, Don Elliott, Linda Fleischer, Jonathan Grimes, Catherine Griswold, Chris Halcott, Steve Kabrhel, Natalie Kimbrough, John Kozarski, George Lavery, Rachele Lawton, Kelly Lemons, Donna Linksz, David Ludwikoski, Ken MacLaughlin, Mark McColloch, Joan McDade, Chris Mirbaha, Carlos Muhammad, Laura Pilat, Patricia Rhea, Kraft Rompf, Caroline Scott, Charles Seltzer, Morgan Slusher, Ann Kaiser Stearns, Carol Tipton, Kate Van de Wal, Joe Whedbee, Lee Wible

Excused Absences: Jan Allen, John Bachelor, Seham El Gendi, Martha Hervey, Maureen O'Brien, Mitchell Perkins, Donna Rongione, Laura Trauth, Paul Webster, Chuck Wright

Unexcused Absences: Paul Glasgow, Patricia Harrigan, Martha Hervey, James Robinson

Guests: Melissa Hopp, Rich Lilley, Robert Kraft, Sandra Kurtinitis, Lucius Robinson, Dennis Seymour

Item	Discussion	Action
I. Call to order	The meeting was called to order at 1:04pm by Senate Chair Ehrlinger.	
II. Report from President Kurtinitis on the disposition of Senate proposals and an update of implementing tenure-like protections and benefits for faculty	The President commended the Senate for its actions in getting major issues addressed. She stated that when Middle States came to the college last Spring, they were very impressed by how shared governance was working at CCBC. The first document the President shared depicted the status of Senate proposals submitted during 2005-2006. All submitted proposals have been acted upon or implemented except three: Intellectual Property Rights, which will be back on the Senior	

	<p>Staff's agenda this Spring under the direction of Dr. Mc Colloch and Beth Woodland-Hargrove; Faculty Grievance Committee Hearing Procedures and Pre-Hearing Meeting Procedures; and Timeline and Steps for Faculty Promotion. Also, the second part of the Two-Phase Increase in Tuition Reimbursement is under review.</p> <p>Gail Restivo, of the President's office, was charged with creating a final repository of college policies. This is now in place for every new policy which comes forward. The college community will be informed about this on the Daily Post, and the repository will be available online, out of the President's office, and in hard copy.</p> <p>The second document, showing Senate proposals submitted during FY2008, shows only one proposal which was not acted upon, Creation of a Faculty Caucus. This proposal will be returned to the Senate for further refinement and clarification.</p> <p>The third document shows progress in implementing the various aspects of the Provision of Tenure-Like Protections and Benefits For Faculty in a Non-Tenure Environment. The President stressed that even though this proposal is geared toward faculty, all college employees will benefit from its implementation. Under "Professional Environment", Salary Structure is being worked on, so that our faculty salaries fall within the top tier of the community colleges of Maryland. A step-in-grade structure is replacing the merit system. In March, several forums will be held to discuss the salary issue, which will most likely go to the Board during its June meeting. It is hoped that salaries of all employees will improve, aiming to be number one in the State. Dr. Stearns and Dr. Mc Colloch were commended for their work in revising the student evaluation process as well as introducing the Annual</p>	
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	<p>Professional Summary for faculty. They continue to work on a Promotion Policy.</p> <p>Key policy manuals are being brought up to date, and the procedures to keep them current are being developed. The Professional Status of Librarians and Counselors is still under review. With the establishment of the Center for Excellence in Teaching, professional development opportunities are enhanced. The issue of released time will be reviewed in depth during the Spring of 2008.</p> <p>Under Instructional Support, the Board approved a 60/40 Full-Time/Part-Time Ratio, phased in over a three year period. Ten more faculty will be hired in FY2009 to make this a reality. CCBC is the only college in MD having 100 percent “Smart” classrooms. The Credit/Non-Credit Faculty Workload Formula is under review. Under Quality of Life Issues, the Office Renovation Program will most likely begin in FY’09, aiming for a standard level of office configuration. The Faculty Recognition and Wellness Programs are under discussion. Finally, the college is committed to a hiring process consistent with optimal time of year to hire the best faculty, utilizing temporary contracts if some faculty need to be hired mid-year. The entire document will be posted on bulletin boards across the college and sent out on the Daily Post.</p> <p>Dr. Lilley gave an update on the Code of Conduct and Academic Integrity Violations Repository. Not all the access and confidentiality details have been worked out, but most likely the repository will be implemented in Banner during the Spring semester along with a separate repository for Public Safety violations/arrests by Baltimore County Police on our property.</p>	
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	<p>After the President left, Senator Kaiser Stearns moved that the Senate formally express appreciation to her for her commitment to shared governance and attention given to Senate proposals.</p>	<p>The motion passed unanimously.</p>
<p>III. Report on the College budget by VP Melissa Hopp</p>	<p>Ms. Hopp reported that the budget was presented to the Board, which recommended a change in tuition rate for FY'09, going into effect July 1, 2008. The budget demonstrates that the college aims to be fiscally prudent; it reflects only a 1% increase from last year and is a balanced budget of \$173.3 million. The main sources of revenue are tuition and fees, state aid, and county aid plus some grants and auxiliary enterprises. The in-county rate of \$90/credit and the out-of-county rate of \$174/credit will remain unchanged in the new FY. However, there is a \$25 increase in out-of-state and out-of-country tuition. These rates are comparable to other community colleges in MD. There will be a modest, \$1.00 per credit increase in the student activity fee, 75% of which goes to student activities and 25% for athletics. The last increase occurred in 1991. Some lab fees have also increased.</p> <p>State aid is based on the Cade formula; community colleges will receive x percent of the money that is given per full-time equivalent to four-year institutions. Over time there was a recommended adjustment to increase the percentage of the four-year public amount that would be given to us. It is 25.5% this year, up from 24.75% last year and is supposed to go to 26.25% in FY'09, the final determination being made during the special legislative session in Annapolis. Based on what the House and Senate did, we do not believe the rate will be less than the 25.5% we receive this year, and may increase to 26.25%, which means an increase of \$900,000.</p> <p>County aid is expected to be slightly over \$42 million,</p>	

	<p>approximately the same as this year; COLAs will be added to this amount. Miscellaneous revenue includes interest income, facility rentals, grant administrative fees, carry-over funds, and grants – most of which are for student financial aid. We receive about \$7 million in programmatic grants. Auxiliary enterprises include the bookstore, child care centers, and food service, which run like regular businesses, and contribute about \$1 million to our budget.</p> <p>Expenditures equal revenue, the majority of which go for salaries and fringe benefits, which include health, dental and prescription insurance, workers comp, FICA, and the Medicare tax. Money has been set aside to implement the new salary structure. Health insurance expenses will increase approximately 10%, and other post-employment benefits will also go up 10%. Contracted services have a 7% increase from last year primarily due to an increase in advertising and the reclassification of the Hunt Valley expenses to correctly include them in contracted services. Utility expenses will reflect a 14% decrease because the expected increase for this year was over-budgeted. There is a modest increase for furniture and supplies. Several Tier Requests are included for: Teaching and Learning including 10 new faculty positions and equipment to support academic programs, Emergency Preparedness including an increase in the number of Public Safety Officers and some equipment, improvements to Performing Arts and Electronic Venues including the Essex and Catonsville theatres and television station, and a variety of requests associated with preserving our investment in the physical plant including the purchase of more tractors and pickup trucks.</p> <p>The Board is scheduled to approve the budget on February</p>	
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	<p>6, after which it is presented to the County. The County Executive presents his budget in mid-April. It goes through a hearing process and is implemented by July 1. This proposed budget is public information and can be shared with the college once it is formalized and approved. Due to a recent legislative change, health insurance for children of employees can now be extended up to age 25.</p>	
<p>IV. Chair Remarks</p>	<p>Board Report. Chair Ehrlinger attended the December BOT meeting at the Catonsville Campus. He had an opportunity to inform them of the new ‘Breach of Student Code of Conduct’ form that was passed by the Senate in November. The Maryland Association of Community Colleges holds an annual meeting for all the trustees in Maryland, which is occurring today in Annapolis. He has had an opportunity to attend the event in the past. The workshops they conduct are usually informative and interactive, and in the evening they invite their legislators to a buffet to have an opportunity to lobby for the interests of the colleges collectively. Dr. Kurtinitis is attending this event but has planned to take time out to address the Senate today. He believes he is speaking for the Senate when he says that we are pleased to have this high level of support from the administration. The next regular meeting of the CCBC BOT is Wednesday, February 6, here at the Dundalk Campus.</p> <p>Senior Staff. As reported last month, Vice President Mellissa Hopp is here today with the very latest budget projection for FY 2009 .</p> <p>Expanded Leadership Team. There was no meeting in December, but they will be meeting tomorrow at 10:30, here in this room.</p>	

	<p>New Senators. Three new Senators were introduced: Rachele Lawton from Liberal Arts, Nancy Bogage from the Applied and Information Technology, and Antonina Dembeck, Essex SGA representative.</p> <p>Reminders from the ExCom.</p> <ul style="list-style-type: none"> ○ Monthly committee meeting and forum reports should go to the Secretary as well as <i>attendance</i> reports from the committee meetings. In meetings with packed agendas these reports may well be used in lieu of reporting from the Senate floor. ○ 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 8. Gail Restivo in the President’s Office wishes to remind committee chairs that all proposals should be accompanied by the current proposal form which was recently distributed electronically by Secretary Tipton. ○ Finally, our next Senate Meeting is on February 18 at the Essex Campus, J-137, at the regular meeting time of 3:00. 	
V. Approval of December minutes		The December minutes were approved unanimously.
IV. Forum Reports	<p>A. Catonsville. Senator Tipton reported that on Friday, January 25, 11:00am-1:00, the Forum will hold a potluck luncheon allowing time for socializing as well as regular Forum business. An update on the recycling effort will be presented as well as an opportunity to share concerns primarily about the Catonsville Campus. Senator Rhea asked Senators to announce the potluck at upcoming school and department meetings.</p>	

	<p>B. Dundalk. Senator Mirbaha reported that at the Dundalk Forum on December 5, after introductions and reports from Senate committees and the SGA, discussion centered on items removed from a faculty member’s office, the procedure for requesting rooms, availability in the library for small groups of students to meet for group study, and rumor control. President Kurtinitis talked about the two NSF grants awarded to the college, that it is highly unusual to receive more than one grant in a given year. The next meeting will be held on Wednesday, January 23, in J-201, 3:00-4:30pm.</p> <p>C. Essex. Senator Grimes reported that the Essex Forum will be meeting on January 28 in J-137 during the free hour.</p>	
<p>VI. Committee Reports</p>	<p>A. Academic Standards. Senator Kabrhel reported that the committee met today and discussed a proposal coming from the Distance Learning Advisory Panel on online classroom size. The panel will meet next week. Senator Kabrhel attended the first Distance Learning Taskforce meeting, overseeing distance education as a whole. They will create a report and develop a strategic plan. The next meeting of the ASC will be February 25 at 2:30 in the virtual classrooms.</p> <p>B. BISRC. Senator Lemons reported that the committee did not meet since the last Senate meeting. The committee will meet with Public Safety Chief Pullen to assist with a proposal regarding children on campus, and also get input from Beth Woodland-Hargrove on this matter.</p> <p>C. CIC. Senator Dalton reported that the committee met on December 18 and prepared two proposals for our meeting today. The next meeting will be held on</p>	

	<p>January 23 in L-213 at Essex.</p> <p>D. Evaluation. Senator Kaiser Stearns reported that the committee met today for a couple of hours and will meet on the second Monday of each month, the next meeting being February 11 at 3:00 on the Essex campus. Evaluation Committee members compose half of the Policies and Procedures Committee for the new Faculty Evaluation System. Evaluation Committee members also compose half of the Supervisor Evaluation committee, co-chaired by Senator Kaiser Stearns and VP Hopp. Dr. Mc Colloch will be invited to the next regular Evaluation Committee meeting to give clarification on its tasks and responsibilities relative to implementing the new Faculty Evaluation System, most likely involving workshops for faculty in the Spring. The committee is also conducting an extensive study of the CIEQ, a new rating instrument for students to evaluate faculty, which will most likely be implemented next Fall.</p> <p>Senator Van de Wal shared how heavily involved the Evaluation Committee has been in developing the new Faculty Evaluation Process, in the Faculty Promotion Committee, and in working with VP Hopp on the Supervisor Evaluation Committee. She strongly recommended that additional release time be given to Chair Kaiser Stearns because of her involvement on these important college-wide committees.</p> <p>E. LESCA. Senator Dowling reported that the committee has not met.</p> <p>F. PAC. Senator Griswold reported that PAC has not met since the last Senate meeting, but Dr. Mc Colloch is</p>	
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	<p>forming a committee to coordinate the efforts for the proposal on the Selection Process of Department Chairs. Program Directors and Program Coordinators. Three or four PAC members will serve on that committee. Today Senator MacLaughlin returned to HR the revised draft of the Employee Handbook, which he review over the holidays. He will meet with Mildred Singleton on January 16 to finalize the draft. The next PAC meeting will be held on Monday, February 4, at 3:00pm via interactive video.</p> <p>Senator Linksz asked about the nature of changes to the Employee Handbook. VP Hopp explained that most changes were editorial in nature. There will be a briefing document to accompany the new edition of the Handbook detailing all of the changes, both editorial and policy-related. VP Hopp will follow up on this with Jeff Hahn and Mildred Singleton.</p>	
VII. New Business	<p>A. CIC proposal. Senator Dalton proposed two changes to two CCOs: the reading prerequisite for HORT 111 was changed from 051 to 052, and the English prerequisite for MATH 135 was changed from 052 to 051.</p> <p>B. Executive Committee proposal. This proposal would allow the single AFSCME representative to designate an alternate when he is unable to attend. The following editorial change to the wording of the proposal was recommended: Constitutional change allowing AFSCME to designate an alternate to serve at Senate meetings with voting privileges when the primary representative cannot attend. The Constitution states that any proposal which involves a Constitutional or</p>	<p>The motion passed unanimously.</p> <p>The proposal was accepted unanimously.</p> <p>The proposal will be voted on officially in</p>

	<p>Bylaws change must be presented to the Senate at the meeting prior to its being voted on.</p> <p>C. Executive Committee proposal. This proposal would change the standing committee structure as described in the Senate Bylaws by transferring Learning Environment from LESCA to Academic Standards. Several issues have come up over the years which could be considered under both Learning Environment and Academic Standards. Combining these functions into one committee is a logical solution. Senator Kabrhel shared that the current ASC is opposed changing committee structure and suggested instead to form ad hoc committees comprised of both LESCA and ASC members when overlapping issues occur.</p> <p>D. Executive Committee proposal. This proposal would create a Senate ad hoc Bylaws Revision Committee/Taskforce to examine: reassigned time for committee chairs; the role of GERB, the Promotion Committee, LOAAB, and the Program Review Committee in relation to the Senate; and the election of committee chairs. Senator Linksz reminded the Senate that when the shared governance was developed college-wide, the Senate was designated to serve as the principal forum for shared governance, meaning that all other committees dealing with College policy should report through the principal forum of shared governance. One way to ensure effectiveness of shared governance is to have the entities cited above report to the Senate. Senator Lavery suggested that a portion of each sub-committee come from the Senate, with the same mix as exists on regular standing committees.</p>	<p>February.</p> <p>This proposal will be formally presented to the Senate in February.</p>
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	<p>This would facilitate reporting of activities to the Senate.</p> <p>Released time cannot be changed mid-stream. Senator Whedbee shared that the taskforce will examine the current released time structure, whether it is adequate, whether it needs rearranging, or whether more is needed. Senator Kaiser Stearns stressed the need for flexibility because demands on committee chairs vary from year to year. Senator Mirbaha stated that the Bylaws were created with an understanding that they would be reviewed every two to three years. Perhaps Dr. Mc Colloch's office could allocate more released time to a committee chair on a temporary basis when the committee workload warrants. Dr. Linksz suggested that committee members take on more responsibility to ease the burden on the chair. All Senate standing committees should appeal to the College at large for more members.</p> <p>Dr. Mc Colloch shared that reassigned time for the Senate is relatively new, and that the amount of released time is negotiable. Three credits of released time should be equivalent to approximately a minimum of 100 work hours. His office would be open to recommendations from the Senate Executive Committee to possibly increase the amount of released time available, especially for the Evaluation Committee this semester.</p> <p>A friendly amendment was proposed that the ad hoc Bylaws Revision Committee should preferably consist of current or past chairs of each Senate standing committee since they would have a good sense of time</p>	<p>The amendment and proposal passed</p>
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	<p>commitments involved with committee service.</p> <p>E. Senator Links requested that when the Senate Secretary sends out a notice in late Spring to each School regarding the need for Senators for the following year, that she also ask for volunteer non-Senators to serve on Senate standing committees.</p>	<p>unanimously.</p> <p>Senator Whedbee will hear from each standing committee chair before classes start informing him who will represent that committee on the taskforce.</p> <p>Senator Tipton will do so.</p>
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The meeting was adjourned at 2:59 pm. The next 2007-2008 Senate Meeting will be held Monday, February 18, at 3:00pm on the Essex Campus, J Building Auditorium.

Respectfully Submitted,
Carol Tipton
Senate Secretary, 2007-2008