

Senate Guide 2006-2007

The Community College of Baltimore County

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THE COMMUNITY COLLEGE OF BALTIMORE COUNTY COLLEGE SENATE CONSTITUTION

I. NAME. The name of the organization shall be the College Senate of The Community College of Baltimore County (CCBC), or hereinafter the College Senate or the Senate.

II. AUTHORITY. The College Senate shall be the principal forum of shared governance for CCBC. The Senate shall have the authority to consider and to make recommendations on all matters of policy that affect The Community College of Baltimore County. However, matters that are covered by union contracts or are the subject of collective bargaining shall be dealt with outside this system of shared governance.

III. RECOMMENDATIONS. The College Senate may receive communications on matters of College policy from other College or campus-based bodies, as well as from individual officers and members of the College. The Senate shall make its recommendations to the CCBC President. In formulating its recommendations, the Senate shall attempt to take into consideration the viewpoints and interests of all the College constituencies which it represents.

IV. MEMBERSHIP.

1. Constituencies. The membership of the College Senate shall consist of teaching faculty, administrative and professional personnel, classified staff employees, and students, representing their respective constituencies.

a. "Faculty" refers to those professional benefit-eligible employees of the College whose primary responsibility is teaching.

b. "Administrative and Professional Personnel" refers to benefit-eligible professional employees of the College who are neither teaching faculty nor classified employees.

c. "Classified employees" refers to benefit-eligible employees of the College whose positions are defined by State and County laws and

regulations as those of unionized or non-unionized classified employees.

- d. "Students" refers to persons presently enrolled as students at the College. The Student Government Associations will determine student representation, giving due consideration to full- and part-time, credit and non-credit, day and evening students.
- e. "Vice Presidents" refer to those individuals with College-wide responsibilities who report directly to the President.

2. Representation.

- (a) The full-time benefit-eligible faculty of the College shall be represented in the Senate by at least one but not more than ten representatives chosen from and by the faculty in each academic division and school. Within these limits, each academic division or school shall be entitled to one representative for each ten full-time benefit-eligible faculty members of that division or school. Insofar as feasible, faculty representatives shall be selected so that at least one from each division and school is based on each of the College's three campuses.
- (b) Administrative and professional personnel shall be selected from each of the following CCBC areas:
 - a. Five from Learning and Student Development, representing Counseling and Advisement, Student Success Centers, Student Life, Career Development and Placement, and Disability Support Services
 - b. Two from Continuing Education and Economic Development
 - c. One from Strategic Enrollment Management
 - d. One from Planning, Research, Evaluation and Technology
 - e. One from Finance and Administration.
 - f. One from Institutional Advancement
 - g. One from Human Resources
 - h. One from Library Services
- (c) One of the deans of the academic divisions and schools shall be selected by those deans.
- (d) Six classified staff employees shall be selected, two from each of the collective bargaining units and two from the classified employees not represented by a collective bargaining agreement.
- (e) Six students shall be selected, two by each Student Government Association.
- (f) One *ex officio*, non-voting member shall be selected by the President from the Vice Presidents.
- (g) The Senate may also extend at-large membership to such additional members of the College as it chooses.

3. Selection of Members. Each constituent group shall select its representatives through a democratic method of its own choosing.
4. Duty of Care. It is the duty of all CCBC constituencies and individuals to respect and nurture the practice of shared governance. All members of the College Senate, although representing different constituencies, shall keep as their highest concern the well-being of The Community College of Baltimore County. The Senate's recommendations should reflect the principles and goals of a learning centered institution.
5. Terms of Office. Each administrative, professional, faculty or classified member of the Senate shall be elected for a two-year term of office. Student members shall serve one-year terms. Terms shall begin on June fifteenth. If a member leaves office before the completion of a term, his/her constituency shall select a replacement member to serve the remainder of that term. Members shall be eligible to serve consecutive terms.
6. Initial Provisions. The initial members selected by each of their constituencies for two year terms shall draw lots, so that half will serve a one-year term and half a two-year term, so that generally thereafter half of these terms may be renewed each year.

V. OFFICERS. The officers of the College Senate shall consist of the following, whose powers and duties, in addition to those specified herein, shall be determined by the College Senate. The College Senate may also establish such additional offices as it may from time to time desire.

1. A Chair of the Senate shall be elected by its members each year. He/she shall preside over meetings of the Senate, chair its Executive Committee, represent the Senate in its dealings with others, and generally take care to see that the business of the Senate is conducted in an orderly and expeditious manner. The Chair shall not vote on business before the Senate except in the event of a tie vote. A Chair may not be elected to serve more than two consecutive terms.
2. Two Vice-Chairs of the Senate shall be elected by its members each year to assist the Chair in the performance of his/her duties. One of the Vice Chairs shall be designated by the Executive Committee to serve as Acting Chair in the absence of the Chair. The other Vice

Chair shall be designated as liaison to groups and individuals not represented in Senate membership, such as adjunct faculty.

3. A Secretary of the Senate shall be elected each year by its members to oversee the preparation, distribution and maintenance of meeting agendas, minutes, studies, reports and communications of the Senate.
4. A Parliamentarian of the Senate shall be elected each year by its members to be responsible for seeing that Senate meetings are conducted in an orderly and appropriate way in accordance with the Senate's rules.
5. Webmaster shall be a functioning officer of the College Senate. This individual will accept work designated by the College Senate Secretary, and or the Executive committee for updating and adding to Web Pages. The position of *Web Master* will be given reassigned time. The *Web Master* will not be assigned other committee work of the senate.
6. Election of the Chair, Vice Chairs, Secretary and Parliamentarian of the Senate shall take place each year at the last regular meeting of the spring semester, and they shall take office for the next year on June fifteenth. The persons elected Chair and Vice Chairs shall be chosen in such a way that one is based primarily upon each of the College's three campuses.
7. Executive Committee. The Chair, Vice Chairs and Secretary of the College Senate shall constitute the Senate's Executive Committee. The Executive Committee shall prepare the agenda, work and materials for Senate meetings; decide if an issue is appropriate for Senate consideration; appoint members of Senate standing committees and task forces; assign issues to the Senate committees; coordinate the work of the Senate's various sub-groups; speak or act for the Senate in the interim between Senate meetings; and shall perform such additional duties as the Senate may from time to time determine.

VI. STANDING COMMITTEES.

1. Standing Committees Generally. Where appropriate and as directed, matters before the Senate may be referred for consideration to one or more of the Senate's standing committees, which shall report their work to the Senate for its consideration and action. The standing

committees shall be established by Senate By-Laws to deal with the different kinds of subjects which come before the Senate.

2. Standing Committee Membership. The membership of the standing committees shall be determined by the Senate Executive Committee at the beginning of each academic year. Each Senate member except the Chair, Vice Chairs, Secretary and Webmaster shall serve on at least one standing committee. In addition to members of the Senate, each standing committee may be expanded to include additional College personnel drawn from outside the Senate.
3. Standing Committee Organization. At the beginning of each academic year, each standing committee shall select as its chair one of its members, who must also be a member of the Senate. Other than as directed by the Senate or its By-Laws, each standing committee may determine its own procedures, provided that these include the keeping of minutes and the production of written reports to the Senate of its business.

VII. MEETINGS. The annual term of the College Senate shall be from June fifteenth to the following June fifteenth, with elections held during the previous May. The Senate shall generally meet monthly from September through June on dates to be determined by the Executive Committee. Additional meetings may be called by the Chair, or by the Executive Committee, or pursuant to a petition signed by two fifths of the Senate members. Notice of all meetings shall be sent to members not less than one week in advance, except for meetings certified by the Chair or the Executive Committee to be emergency meetings to deal with matters of urgency. At least fifty-one percent of the Senate membership shall constitute a quorum. Ordinary actions of the Senate shall be adopted by a majority of those voting. Except as otherwise provided by Senate by-laws, parliamentary procedure shall follow Robert's Rules of Order. All meetings of the Senate, its committees and its delegations shall be open to all members of the College community.

VIII. BY-LAWS. The College Senate shall, as soon as practicable, develop and adopt by-laws for its internal organization and operation. A Task Force for By-Laws shall be selected for this purpose in its first year. By-laws may be adopted, amended or repealed by a vote of not less than fifty-one per cent of the Senate's membership, at a meeting subsequent to the meeting at which such action was proposed. By-

laws may be suspended immediately for the duration of one meeting by vote of two-thirds of the Senate membership in the event of urgency.

IX. SUPPORT. To assure the effective and orderly working of the College Senate, CCBC shall provide the Senate with adequate support, facilities and equipment. CCBC recognizes service in the College Senate as a part of an employee's services to the College.

X. CAMPUS FORUMS. In addition to their participation in meetings of the College Senate and its committees, Senate members will be expected to participate in regular Open Forums held on their respective campuses. The purpose of these Campus Forums will be to establish and maintain regular communications between the Senate and the faculty, staff and students in their places of work. All Senate members from each campus shall constitute a Delegation from and to that campus, sharing information there on the Senate's work and bringing to the Senate the concerns and views of campus colleagues.

XI. AMENDMENTS. An amendment to this Constitution may be adopted by a majority of not less than two-thirds of the College Senate's membership, voting at a meeting of the Senate subsequent to the meeting in which the amendment was proposed.

XII. ADOPTION. This Constitution shall take effect when it has been approved by the CCBC President after consideration by the faculty, administrative and professional personnel, classified employees, students and the Senior Staff.

Presented, April 28, 2004 - The Chancellor's Task Force III on Shared Governance (Section IV, number 2 on Representation was the final formulation)

Parliamentarian Amendment , December 20, 2004 - CCBC Senate,

LESCA Amendment , June 13, 2005 - CCBC Senate,

Webmaster Amendment , June 13, 2005 - CCBC Senate,

BYLAWS
The Community College of Baltimore County
College Senate

The Bylaws shall define the internal workings of The Community College of Baltimore County (CCBC) College Senate. In concurrence with the Constitution of the CCBC College Senate, the bylaws may be suspended immediately for the duration of one meeting by vote of two-thirds of the Senate membership in the event of an emergency.

I. MEETINGS.

- A. **REGULAR MEETINGS.** Regular meetings of the Senate shall be held on dates to be determined by the Senate *in toto*. In the absence of other designation, regular meetings shall be held at the three campuses on a rotating basis. All meetings are to be limited to two hours unless an explicit vote held by the Senate to extend the meeting is held.
- B. **SPECIAL MEETINGS.** Special meetings of the Senate may be called by or at the request of two-fifths (2/5) of the members of the Senate or by the Chair of the Executive Council. A call for a special meeting shall be made by the Senate Parliamentarian. In the absence of a designated location, special meetings shall be held at the discretion of the Executive Council.
- C. **ATTENDANCE AT MEETINGS.** Senators are required to attend a minimum of 70% of all Senate meetings and a minimum of 70% of all committee and subcommittee meetings of which they are members unless excused by the Senate Chair or committee Chair in writing.
- D. **REMOVAL OF SENATE MEMBERS.** Senators who do not meet minimum attendance requirements will be replaced with another member from their particular constituency, selected by the same democratic method used for their selection.

II. ELECTION PROCEDURES.

- A. An election committee (chaired by the Past Chair of the Senate) comprised of a minimum of six Senators shall be responsible for soliciting nominees for offices, administering the election procedure, and counting the votes.
- B. If a member of the election committee is nominated and agrees to run for one of the offices, then that member must recuse him or herself from the election committee.

- C. If more than two nominations are received for the office of Chair, the election shall be conducted using the Single-Transferable-Vote System. This system facilitates the process of achieving the required majority vote.
- D. All other officers shall be elected by plurality vote.
- E. Members must be present at meetings to vote for candidates for Senate offices.
- F. **CAMPUS FORUMS.** Campus Forums shall adopt their own structure as desired. As soon as the structure is codified, the structural organization of each Campus Forum shall be incorporated into this document.

III. STANDING COMMITTEES AND SUBCOMMITTEES.

- A. **MAKEUP OF STANDING COMMITTEES.** Standing committees shall be composed of a minimum of two Senators or 20% of the committee's membership whichever is greater. The remaining members shall be distributed among divisions/schools/functions.
- B. **SENATE PURVIEW OF STANDING COMMITTEES.** In determining its committee structure the Senate considers, any College committee dealing with its policy recommendations to the President's Senior Staff to be within its purview. The standing committees (in bold) and their subcommittees of areas of interest shall be part of and subject to the CCBC College Senate.
- C. Each of the following Standing Committees shall prepare reports and recommendations in the area of its responsibilities for consideration and action by the Senate.
 - ***The Curriculum and Instruction Committee** shall be responsible for developing recommendations for determining the content and assuring the quality of the College's academic curricula, programs and courses.
 - ***The Academic Standards Committee** shall be responsible for developing recommendations for the maintenance of academic standards for the assessment and evaluation of the accomplishment of student learning, as well as academic support services to facilitate student learning.
 - ***The Learning Environment and Student and Community Affairs Committee** shall be responsible for developing recommendations for the maintenance of the College's physical, social, cultural and technological facilities as an environment appropriate for student learning. Additionally, the committee shall be responsible for developing recommendations concerning non-academic programs and activities which the College offers to its students and others in the community.
 - ***The Professional Affairs Committee** shall be responsible for developing recommendations concerning the terms, benefits and conditions of employment at the College.

***The Budget Review Committee** shall be responsible for working with other CCBC officers in developing recommendations regarding College's annual budget request.

***The Evaluation Committee** shall be responsible for recommendations in instruments and procedures to ensure the quality and fairness of the College's professional evaluation practices.

IV. TRANSPARENCY.

A. The CCBC College Senate and its constituent bodies shall operate to the maximum extent feasible in an open and transparent manner and consistent with procedures designed to ensure fairness.

B. WEBSITE. The CCBC College Senate shall maintain a publicly-accessible Internet World Wide Web site (the "Website"), which may include, among other things, (i) a calendar of scheduled meetings of the Senate, the Executive Council, Committees, and Subcommittees; (ii) a docket of all pending policy development matters, including their schedule and current status; (iii) specific meeting notices and agendas as described below; (iv) announcements about Senate activities of interest to significant segments of the College community; (v) comments received from the College community on policies being developed and other matters; (vi) information about the CCBC Senate meetings and public forums; and (vii) other information of interest to the overall CCBC community.

C. NOTICE OF MEETINGS. At least seven days in advance of each Senate meeting (or if not possible, as far in advance as is practicable), a notice of such meeting and, to the extent known, an agenda for the meeting shall be posted.

D. MINUTES AND PRELIMINARY REPORTS. A draft copy of all minutes of meetings of the Senate, Committees, Subcommittees, and Forums shall be provided within five business days to the Senate Secretary for posting on the Website.

LESCA amended 6/05

Evaluation amendment 10/05

The Community College of Baltimore County
College Senate Dates and Sites

The CCBC College Senate will meet at the three campuses, alternating Eastside and Westside locations. The regular Senate Meeting will be held the third Monday of each month at 3 PM unless otherwise noted on upcoming agendas.

*The asterisked dates below are alternative dates due to conflicts in the college calendar.

Senate Date	Senate Site
8/21/06	Catonsville, H-308
9/18/06	Essex, E Building Recital Hall
10/16/06	Catonsville, H 308
11/13/06 * Thanksgiving 3 rd week	Essex, J Building Auditorium
12/18/06	Catonsville, H 308
1/22/07 * ML King 3 rd week	Dundalk, J 201
2/19/07	Essex, J Building Auditorium
3/19/07	Catonsville, H 308
4/16/07	Essex, J Building Auditorium
5/14/07 * Final exam schedule 3 rd week	Catonsville, H 308
6/11/07* Contracts ending 3 rd week	Essex, J Building Auditorium

**The Community College of Baltimore County
2006-2007 College Senate Committees Revised 8/06**

Key: C-Catonsville, E- Essex, D-Dundalk; ASC-Academic Standards Committee, Budget-Budget Committee, CIC-Curriculum & Instruction, Eval-Evaluation Committee, Exec-Executive Committee, LESC-Learning Environment/Student and Community Affairs, PAC-Professional Affairs Committee, Web-Webmaster

Table1

Last Name	First name	Length of Office	Representing	Campus	Committee	Email	Phone number
Allen	Jan	1	LA	E	Eval/PAC	jallen@ccbcmd.edu	27-6524
Alt	Wayne	1	LA	E	Eval	walt@ccbcmd.edu	27-6451
Ambrose	Ruth	1	CWA	E	Web.	rambrose@ccbcmd.edu	27-6827
Bachelor	John	1	CWA	E	Exec	jbackelor@ccbcmd.edu	27-6507
Brown	Robert	2	M&S	E	ASC	rbrown2@ccbcmd.edu	27-6620
Casey	Sharon	2	Library	D	LESCA	scasey@ccbcmd.edu	26-9644
Chen	May	2	Enrollment	C	CIC	mchen@ccbcmd.edu	25-1135
Cirillo	Erica	2	Health	C	Eval	ecirillo@ccbcmd.edu	25-4406
Crouse	James	1	Students	D	LESCA	james_crouse8@yahoo.com	
Dalton	Karen	2	M&S	C	CIC	kdalton@ccbcmd.edu	25-6944
DeLauder	Bill	2	Finance	D	LESCA	bdelauder@ccbcmd.edu	26-5935
Dowling	Charles	2	SAIT	C	LESCA*	cdowling@ccbcmd.edu	25-4306
Ehrlinger	Michael	2	SAIT	C	Exec*	merhlinger@ccbcmd.edu	25-4371
Elliott	Don	2	CEED	C	CIC	delliott@ccbcmd.edu	25-4442
Fetter	Dian	2	SAIT	C	CIC	dfetter@ccbcmd.edu	25-4326
Fleischer	Linda	2	Justice	E	CIC	lfleischer@ccbcmd.edu	27-6734
Forster	Virginia	1	Health	E	LESCA	vforster@ccbcmd.edu	27-6798
Frazier	Edward	1	Students	D	LESCA	efrazi11@student.ccbcmd.e	410-303-6417/26-9850
Grimes	Jonathan	2	BSSWE	E	PAC	jgrimes@ccbcmd.edu	27-6916
Griswold	Catherine	1	Health	D	PAC*	cgriswold@ccbcmd.edu	26-9432
Harrigan	Patricia	1	LA	E/C	LESCA	pharrigan@ccbcmd.edu	27-6884/25-6983
Herb	Marian	1	LSD	E	ASC	mherb@ccbcmd.edu	27-6310
Hershey	James	1	M&S	E	ASC	jhershey@ccbcmd.edu	27-6612
Kabrhel	Steve	2	M&S	C	ASC*	skabrhel@ccbcmd.edu	25-4214
Kemp	Thomas	1	BSSWE	E	ASC	tkemp@ccbcmd.edu	27-6515
Kozarski	John	2	PI, Res & Eval	C	Budget	jkozarski@ccbcmd.edu	25-7113
Lavery	George	1	LSD	C	CIC	glavery@ccbcmd.edu	25-4722
Lemons	Kelly	2	HR	C	Budget	klemons@ccbcmd.edu	25-7117
Linksz	Donna	2	Deans	C/E	ASC	dlinksz@ccbcmd.edu	25-4560/27-6380
Low	Bernadette	1	LA	D	CIC*	blow@ccbcmd.edu	26-9886
Ludwikoski	David	1	M&S	C	ASC/LESC	dludwikoski@ccbcmd.edu	25-4216
Mac Laughlin	Ken	2	BSSWE	D	PAC*	kmaclaughlin@ccbcmd.edu	26-9713
Mc	Jack	1	SAIT	C	LESCA	jmclaughlin@ccbcmd.edu	25-4239

Table1

Last Name	First name	Length of Office	Representing	Campus	Committee	Email	Phone number
Laughlin							
McKinley	Meg	2	Inst Adv	C	Budget	mmckinley@ccbcmd.edu	25-4502
McNamara	Cheryl	1	Health	E	PAC	cmcnamara@ccbcmd.edu	27-6435
Mirbaha	Chris	2	M&S	D	PAC	cmirbaha@ccbcmd.edu	26-9721
Moir	Kamaria	1	Student	C	LESCA		443-570-9533
O'Brien	Casey	1	SAIT	E	Budget	cobrien@ccbcmd.edu	27-6139
O'Brien	Maureen	2	LSD	E	LESCA	mobrien@ccbcmd.edu	27-6595
Payton	Carolyn	1	Classified	C	PAC	cpayton@ccbcmd.edu	25-1263
Perkins	Mitchell	2	LA	E	PAC	mperkins@ccbcmd.edu	27-6526
Rains	Lauren	1	Student	E	LESCA	sweettart1983@hotmail.com	443-866-8564
Rhea	Patricia	2	BSSWE	C	CIC	prhea@ccbcmd.edu	25-4348
Rhines	Christopher	2	BSSWE	E	ASC	crhines@ccbcmd.edu	27-6917
Robinson	Lucius	1	AFSCME	C	LESCA	lrobinson@ccbcmd.edu	25-4385
Robinson	James	1	AFSCME	E	Budget	jrobinson@ccbcmd.edu	27-6503
Rompf	Kraft	2	LA	E	CIC	krompf@ccbcmd.edu	27-6919
Rongione	Donna	1	LA	E	PAC	drongione@ccbcmd.edu	27-6911
Schurman	Virginia	1	M&S	E	E Forum	vschurman@ccbcmd.edu	27-6315
Seltzer	Charles	1	BSSWE	E	ASC	cseltzer@ccbcmd.edu	27-6921
Shuster	Hannah	1	Student	C	LESCA	hshuster@student.ccbcmd.edu	443-629-6795
Smither	Fran	1	LSD	D	PAC	fsmither@ccbcmd.edu	26-9956
Starr	Al	1	Senior Staff	C		astarr@ccbcmd.edu	27-4020
Stearns	Ann	1	BSSWE	E	Eval*	astearns@ccbcmd.edu	27-6736
Stone	Robert	2	Classified	D	Budget*	rstone@ccbcmd.edu	26-9939
Tipton	Carol	1	LA	C	Exec	ctipton@ccbcmd.edu	25-4975
Trauth	Laura	1	BSSWE	E	ASC/Eval	ltrauth@ccbcmd.edu	27-6153
Whedbee	Joe	1	M&S	D	Exec	jwhedbee@ccbcmd.edu	26-9409
White	Sean	1	Student	E	LESCA	superstubby13@yahoo.com	443-653-1036
Wible	Lee	1	CEED	D	Budget	lwible@ccbcmd.edu	26-6263

Appendices

Appendix I

CCBC COLLEGE SENATE

To: CCBC Senate
From: Senate Executive Committee
Re: Allocation of Release Time for Senate Leadership Positions

At the Senate's September meeting the provision of Release time to Senate members who undertook leadership positions was discussed, but at that time the Senate took no action.

The Executive Committee now believes that an annual total of 48 hours of release time or its equivalent will be made available by CCBC Administration to support shared governance activities and shared governance leadership positions. .

The Executive Committee proposes adoption of a bylaw embodying the following allocation of compensation for shared governance leadership, whether granted as "release time" from normal duties or some equitable equivalent*. The compensation is proposed in terms of released time or equivalent compensation for Senate leadership positions on an annual basis and shall be reviewed by the Senate at the end of the academic year.

Chair of the CCBC Senate	6 hours
Vice Chair of the CCBC Senate	3 hours
Vice Chair of the CCBC Senate	3 hours
Secretary of the CCBC Senate	9 hours
Webmaster of the CCBC Senate	1 hour
Chair of the Senate Curriculum & Instruction Committee	6 hours
Chair of the Senate Professional Affairs Committee	6 hours
Chair of the Senate Academic Standards Committee	6 hours
Chair of the Senate Learning Environment/Student and Community Affairs Committee	3 hours
Chair of the Evaluation Committee	3 hours
<u>Chair of the Senate Budget Committee</u>	<u>3 hours</u>
TOTAL Shared Governance Reassigned Time	49 hrs

Allocation of Release Time Per Year - Senate Guide 2005-2006

CCBC Senate Office	Release Time	Position	Supervisor
Chair	6	Michael Ehrlinger	Mike Netzer
Vice Chair	3	Joe Whedbee	Donna Links
Vice Chair	3	John Bachelor	Tinnie Ward
Secretary	9	Carol Tipton	Steve Tanner
Web Master	1	Ruth Ambrose	Donna Links
Professional Affairs	6	Ken MacLaughlin	Avon Garrett
Evaluation	3	Ann Kaiser Sterns	Avon Garrett
Learning Environment/Student and Community Affairs	3	Charles Dowling	Mike Netzer
Academic Standards	6	Steve Kabrhel	Donna Links
Curriculum and Instruction	6	Bernadette Low	Steve Tanner
Budget Review	3	Robert Stone	Avon Garrett
Total	49		

Appendix II

Release time/Compensation for Classified Staff Senators

Presented by the Professional Affairs Committee

Policy:

CCBC views involvement in shared governance as a critical responsibility of all employees' job description and therefore, should be strongly supported by all managers and supervisors.

The following compensation shall be given to classified staff employees who are elected to executive positions in the College Senate or who chair Senate Committees.

The college shall compensate the supervisor of the classified employee by hiring an individual to substitute for this employee for the number of hours per week that he/she is serving the College Senate in the executive or committee chair position. The formula for compensation shall demonstrate the following ratio: for every three hours of reassigned time authorized, the classified employee will be released from their job at the rate of one tenth of the employees normal work week.

Rationale:

The following proposal was recommended by V.C. Al Starr and approved by the PAC. Al Starr indicated that the proposed policy to accommodate the work schedule/responsibilities for classified personnel was the best possible policy. He further stated that the intent of reassigned time for faculty was to procure the services of another faculty member or adjunct faculty member to meet departmental needs for course coverage (not to pay for additional course load or overload).

February 2, 2005

Appendix III

PRESIDENT'S OFFICE ROUTING SLIP FOR COLLEGE SENATE PROPOSALS

Proposal Title: _____

Submitted to Committee : _____
Date

Submitted to College Senate: _____
Date

Submitted to Chancellor: _____
Date

Returned to College Senate : _____
Date

Approved _____ Returned for further discussion _____

Approved Date: _____

Implementation Date: _____

Signatures: _____
Senate Chair Date

Chancellor Date

Recorded in _____ manual on _____
Date

Appendix IV

Cover Letter Format for Proposals to the Senate

All materials should be written in Times Roman with 12 font. The following page should simply give the title of the proposal and the proposed policy/procedure.

The Community College of Baltimore County College Senate Proposal

Title of Proposal:

Rationale:

Committee Origin:

Date of Proposal:

Destination:

Signatures Senate Chair _____

 Chancellor _____

Final Location of Approved Proposal:

Appendix V

CCBC COLLEGE SENATE

August 21, 2006

To: Members of the Senate
From: The Executive Committee
Re: Final Senate Meeting of 2006-07, Monday, June 11th

The Executive Committee has been considering how to structure the Senate's final meeting of this academic year so as to achieve the smoothest transition between this year's Senate and Senate that will serve in 2007-2008. The meeting will be held on June 11, 2007, so as to maximize the likely attendance of ten-month employees. Here are our thoughts.

The Executive Committee is proposing to hold two Senate meetings on that day, one shortly after the other. The first meeting, probably in the early afternoon, will consist of members of the Senate for 2006-07. This will be the year's final meeting for that group. Thereafter, senators who will not be serving in the Senate for 2007-08 will withdraw, their places to be taken by new senators who will have been selected earlier in the spring. Then an organizational meeting of the 2007-08 Senate will take place. We envisage the complete timetable to be as follows.

In March. The Executive Committee will contact the Deans of the six Academic Schools, inform them of their faculty members whose terms expire this spring, and request that they arrange for the election of faculty to fill those seats. The Senate's Executive Committee must be informed of the results no later than June 1. **We will also contact the two campus presidents** and the leaders of classified employees to arrange for the renewal or replacement of professional administrators or classified employees whose Senate terms will expire. The Senate's Executive Committee must be informed of the results no later than June 1.

At Senate Meeting of May 14th. Among other business, nominations will be received for the members of 2007-08 Executive Committee, that is, for Chair, two Vice Chairs and a Secretary. Both returning and new members of the 2007-08 Senate will be eligible for nomination.

Nominations will continue to be accepted through **June 4, 2007** and should be sent to the Executive Committee. Senators may self-nominate or nominate another senator. Each non-self-nominee will be immediately informed of his/her nomination to give him/her the opportunity to accept or to decline the nomination. On **June 5, 2007**, the list of candidates will be forwarded to the 2006-2007 Senate and to the new members of the 2007-2008 Senate.

First on June 11. The final meeting of the 2006-07 Senate will take place. That Senate will complete such unfinished business as it is able to, and then its members will elect a Senate Chair for 2007-08. The 2006-07 Senate then will adjourn sine die.

Next on June 11. A first organizational meeting of the 2007-08 Senate will take place, under the newly elected Chair. This Senate will then elect the remaining members of the Executive Committee. First the two Vice Chairs will be elected, alphabetically by campus. Then the Secretary will be elected. Further nominations will be accepted from the floor before each of these three elections. The Executive Committee will then solicit requests for standing committee assignments. A returning senator may choose to remain on the same committee. New senators and returning senators who desire to change their committee assignment need to list their top three choices in order of preference. Standing committee memberships will be decided by the Executive Committee and announced at the 2007-2008 Senate's next meeting, which will be in August. The first meeting of the 2007-08 Senate would then adjourn for the summer.