

**Faculty Assembly Minutes**  
**JANUARY 21, 2021 2:30 – 3:45pm**  
**Via Zoom**

**2:30pm: Dr. Klauber and Faculty**

The president began by answering questions from faculty from the meeting with Dr. Warner and Christine. Dr. Klauber emphasized that questions about him should come to him directly. He mentioned his open-door policy. He addressed the questions that were raised previously in a meeting with Dr. Warner.

*“Shouldn’t the college have a response to the January 6 violence at the capitol?”*

The HCC board was asked about this. The board does not feel it is appropriate for the college to make statements about events in the society at large.

*“Dr. Klauber supports Donald Trump. Is the board aware of this?”*

The board is aware of this. HCC is a non-partisan organization. We must be non-partisan. Tolerance and respect are part of our policy. The president works with “blue and red” people and there cannot be any partisan behavior on the part of anyone at the college.

*“Does the staff have the option to speak to the board before the board renews the president’s contract?”*  
Absolutely, says Dr. Klauber, but the board has the exclusive right to choose to renew the contract.

Dr. Klauber shared funding allocations. Promise program is fully funded by the state. A recent laws requires a BRFA to ensure the budget is balanced. BRFA could cause our budget to be tied to financial indicators annually. Many are fighting this and Dr. Klauber is hopeful. HCC has one of the lowest enrollment drops of all the Maryland CCs. Likewise, our budget allowance was more favorable than other colleges.

Building improvements and repairs at LRC are most likely approved by the state.

Voluntary vaccination requests numbered 287 from HCC staff, faculty, and volunteers.

The CV-19 positivity rate in the county is collapsing and Dr. Klauber hopes to bring staff and required students back by first or second week of February. On the other hand, he is not sure we will back to normal in the fall.

**Faculty Only Meeting**

**I. Approval of November Minutes:** November, 2020 FA Minutes were approved.

**II. Chair’s Report**

a. **Spring Enrollment:** Down -13.1% total headcount Down-15% FTE, then improved to lower than 13% FTE in the last week.

**b. Fall 2021 scheduling**

Some directors have started requesting schedules for fall but others have not. The proposal is to plan for nearly normal conditions so that appropriate facilities can be prepared.

**c. Board of Trustees:** December 15, 2020 Policy 3006 and Policy 5060 January 19, 2021 Policy 8005 — Governing Authority for HCC Police Department

**Policy 3006** –Student Registration – There is no faculty impact.

**Policy 5060-** Faculty Probation – **Policy deleted. Probation is covered in FLPTC**

**d. Intellectual Property (IP) policy update** – Faculty Assembly President met with Dr. Klauber and Danny Webber on December 9. Danny Weber and Dan Ryan worked on a new draft policy for IP. Dr. Klauber wanted it to be reviewed and approved this semester. A new IP policy draft will go back to the committee for review and revision.

**e. Dates and protocols for in-person labs and instruction for Spring, 2021:** Dr. Klauber does not have a numerical target as previously mentioned in other venues. There was discussion pertaining to date when classes would resume in-person. Faculty shared their understandings of which programs would be allowed to resume labs and instruction first. Dan Ryan said he would inquire about dates and get back to faculty.

**f. Course caps:** No discussion

**g. Prerequisite waivers and course substitutions:** Still communicating the procedure that is expected to be followed.

**h. Kronos:** Message about Kronos from HR was vague. Payroll is a concern.

**I Guidelines for Online Course Management, Master Classrooms, and course shells :** Chairman does not want to see any deadlines for this work, particularly when the pandemic is causing constant change. According to shared governance, faculty should be involved in the planning and timing for this initiative.

**j. Governance Council meets Friday, January 22:** Chairs and co-chairs of committees will be attendance.

**k. Reminder: Submit questions to Covid Roadmap group:**

[https://docs.google.com/forms/d/e/1FAIpQLSffgVUPhaXPHcDHFkvACmJN\\_O4KujZVyw\\_pMG4OG91txqbHuw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSffgVUPhaXPHcDHFkvACmJN_O4KujZVyw_pMG4OG91txqbHuw/viewform)

**III. Fletcher Center Report:** The QM rubric booklet has been put in the office mail. Faculty are grateful to Linda Cornwell for the promotion/tenure, spring teaching workshops, the QM support, booklet and the January newsletter with resource links. The “Happy-Ish Hour” will be held every month on the final Friday.

#### **IV. Committee Reports:**

- a. Teaching and Learning – co-chair Danny Weber – no meeting
  
- b. Academic Standards – co-chair Tom Crawford – no admin co-chair yet, the policy # 4021 (Dean’s list for part-time students, with 12 cumulative credits, was approved). Carlee Renalie will be nominated to fill the co-chair position for the interim.
  
- c. Student Affairs & Diversity – co-chair Melinda Howell – no meeting
  
- d. Admin & IT – co-chair Ed Sigler – no meeting – new admin co-chair is Heiki
  
- e. Assessment – co-chair Alicia Drumgoole - no meeting
  
- f. Campus Safety – co-chair Harald Jazdziewski – no meeting
  
- g. Curriculum –co-chair Sean Wynkoop – no meeting – always have a division representative in attendance when a proposal is brought to the committee.
  
- h. Faculty Affairs – co-chair Kate Benchoff – Faculty emeritus policy

Some faculty are concerned that the lab fees are not following suit with the changes in lab use..i.e. Faculty are concerned about course fees in spite of the lack of use of the lab facility.

**V. Other:** No comments.

**VI. Questions/feedback :** No comments.

**VII. Adjournment Meeting adjourned at 3:45pm.**

**NEXT FACULTY ASSEMBLY: FEBRUARY 18**