

CATONSVILLE CAMPUS FORUM
Minutes from the Meeting on
November 1, 2004
E104

Those present: Mike Carroll, Mike Ehrlinger, Paul Glasgow, Rob Hess, Cathy Jamaris-Stauts, David Jeffrey, George Lavery, Michelle Mahan, Judith Maisey, Edna Michel-Moyer, Erik Miller, Mike Netzer, John Previdi, Carol Roush, Carol Tipton, Jean Waagbo

Those absent: May Chen, Phyllis Bayton, Karen Dalton, Charles Dowling, Sue Fowler, Stephen Kabrhel, John Kozarski, Sam Latif, Jeff Lee, Donna Linksz(?), Lucius Robinson, Dennis Seymour, Terry Wolfe

Edna Michel-Moyer called the meeting to order at 2:35pm. The minutes from the previous meeting were approved with one correction, adding Michael Ehrlinger's name to the committee which worked on the creation of the Forum bylaws.

Old Business: The bylaws, with several corrections, were approved. A corrected copy is included with the minutes of this meeting. Edna clarified that any Catonsville faculty or staff member is considered a member of the Forum, the official members consisting of college senators and former Catonsville senators whose terms have yet to expire. Since the college senate constitution bylaws were not officially accepted until the most recent meeting, some senators may not have been aware that their presence is required at Forum meetings. The Senate Constitution does address the responsibility of members to participate in their own campus Forum. The other two campuses have yet to establish Forums. A bylaws committee, comprised of Edna Michel-Moyer, Cathy Jamaris-Stauts, Rob Hess and Dave Jeffrey, will amend the bylaws when needed.

Committee Reports:

1. Student and Community Affairs.

Jean Waagbo reported on SACA's October 26th meeting, of which the minutes are attached. Several issues discussed there were also discussed at the Forum meeting.

- a. ADA Committee.** This committee will be going college-wide. Rob Hess expressed concern that many building violations have yet to be remedied and may need capital funding to do so. He

suggested contacting Jerry Framer, college architect, or Ken Hancock, who was hired last year to ensure OSHA requirements are met. A clear violation can receive a high priority and be acted upon quickly. The other campuses have not had an ADA committee before now and may need time to start implementing architectural modifications.

- b. Boot.** A boot is to be affixed to a vehicle parked illegally for the third time. Since students do not have to register their vehicles, Public Safety has a difficult time identifying drivers who violate parking regulations. A “hot list” of frequent violators should not be very difficult to maintain for this purpose. This issue has been around for many years, and in spite of the boot issue being passed by the Catonsville Senate and boots being purchased, they still have not been used. However, this fall, for the first time, the boot was spelled out as penalty for parking violations college-wide. Originally the boot was to be a kinder and less expensive alternative to towing, and it will generate funds for the college. Jeff Hagen, Rod Pullen, and Dr. Jones or his representative will be invited to the next SACA meeting to discuss the status of the boot. Rob Hess will also attend.
- c. Parking Lot Lighting and After Hours Procedures.** Tom Maly’s 1998 memo will be updated and distributed soon.
- d. Speed Humps.** These have been funded so no further action is required.
- e. No-Smoking Zones.** Rob Hess, Ron Schmidt, Cindy Lamb and Edna Michel-Moyer offer smoking cessation programs sponsored by the American Heart Association. Questionnaires regarding restricting smoking areas have been distributed to students at Dundalk and Essex, with a high response rate in favor of restrictions. Smoking areas will be established in parking lots, far away from buildings.
- f. Bike Racks.** The SGA is working on having these put back on campus.
- g. Membership.** Jean Waagbo has drafted a campus-wide memo inviting participation on this committee. She would appreciate any comments or suggestions from the Forum before it goes out. Edna suggested that the subject line should mention college service.

h. Civility Campaign. The cafeteria has become a multi-purpose room because students have no place to hang out between classes. Mike Carroll has shared this problem with the New Library Committee. Most likely space in the old library will be turned over to Student Life.

Essex campus and other area colleges have very nice cyber cafes, which might be a good idea to bring here, especially since the contract with a new food service provider will begin January 1. Someone at Essex and Lillian Archer should be asked about this with a CC to Dr. Jones. Mike Carroll will take up this issue with the Campus Planning Committee.

i. Scholarship Committee. Jim Schreiber, chair of this committee, forwarded a list of scholarships awarded on this campus to Jean Waagbo, and will send her electronic reports in the future.

j. New Issues. The following issues were brought up at the Forum for deliberation by SACA:

i. Should cell phones be banned in classroom buildings? Mike Ehrlinger will follow up to see if this should be a college-wide issue.

ii. Our marquis is broken and should be fixed in order to advertise upcoming events and athletic accomplishments.

iii. SACA needs involvement from SGA. The former SACA chair attended SGA meetings, so Jean will most likely do the same. They meet the third Wednesday of each month. Perhaps Jean can call Peter Law and ask to be on the agenda. (The college Senate has three SGA vacancies as well. Jeff Lee is to be the Catonsville rep.) Rob will encourage SGA representative, Natasha, to attend our meetings.

2. Campus Planning. Since Dr. Jones wishes this committee to continue as before, Mike Carroll will invite old members back and welcome new members. The committee will meet on Wednesday, November 17, at noon, in the faculty dining area.

Mike asked whether campus communication is adequate. Several areas needing improvement were discussed:

a. Information on certain policies, such as promotion procedures, is not consolidated. A candidate must look at three different places on the website to get all necessary information. Edna Michel-Moyer, as Senate secretary, took a class on writing html

in order to work on a website link to Shared Governance, which will show meeting minutes and committee activities. Jo Ann Blum will make college policies accessible via Acrobat reader. Last year the Constituency Affairs Committee came up with an extensive document showing college committees and their relationship to one another and to the overall college structure.

- b. The Employee/Faculty Handbook is not readily available and lacks essential information, e.g., how to apply for a sabbatical. Newer employees typically receive a handbook and are better informed than those who have been here longer. The handbook is published on the web, but it is very difficult to get the computer people to update the site with newer policies. Currently there are 8-12 questionable policies which do not appear.
- c. Innerloop instruction is not offered any more, causing difficulty for new hires.

Some general issues were then discussed:

- a. The trailer classrooms are in bad condition and need to be replaced.
- b. Tara Ebersole, in conjunction with CISL, is working on a campus beautification project, to add pictures or other artwork to classrooms. She is exploring the role that students, clubs, or others may have in this initiative.

New Business.

Janet Anderson is this year's recipient of the Giles-Eisenhower Chair of Teaching Excellence. Mike Carroll wrote a CISL grant to make this possible. He asks division chairs or coordinators for recommendations, and CISL committee of 12 reviews them for evidence of excellence in the classroom. Since some division chairs/deans are located at other campuses, Mike will be sure they are included in the annual request for candidates. The other campuses may also establish an annual chair of teaching excellence.

Edna voiced concern that during the health fair in K100 students were in the adjoining alcove at three tables selling various health-related products or asking for charitable contributions. Jean Waagbo will check if Student Life approved this activity. Deb Coffey (sp?) in Career Development manages that area.

Announcement. George Lavery announced that Bernadette Low is the new chair of the Curriculum and Instruction Committee.

The next Forum meeting will be held Monday, February 7, at 2:30pm. The meeting was adjourned at 4:00pm.

Respectfully submitted,

Carol Tipton, Forum Secretary