

**Catonsville Forum**  
**September 24, 2007**  
**E104, 3:30 pm**

**Senators present:** Erica Cirillo, Karen Dalton, Charles Dowling, Michael Ehrlinger, Steve Kabrhel, John Kozarski, David Ludwikoski, Joan McDade, Carol Tipton

**Others present:** Tony Alleyne, Lillian Archer, Larry Coleman, Trude Cooke Turner, Susan Gebren, Melissa Hopp, Jesse Kessinger, Sandra Kurtinitis, Rich Lilly, Tricia McDonald, Dennis Seymour, Mildred Singleton, Karen Wallace

The meeting was called to order at 3:30pm by Carol Tipton.

Vice President Melissa Hopp talked about Emergency Preparedness at CCBC. Currently the campus community can be notified about an incident taking place via Broadcast email, phone mail, flyers on doors and a message on the website. In addition we have a building monitor program, consisting mostly of staff, with one monitor and one back up per building. A photograph of the monitor for each building will be displayed at every building entrance. Each monitor will have an emergency kit consisting of a flashlight, vest, hat, whistle, etc. Evenings are not yet completely covered. Public Safety Director Rod Pullen is still accepting volunteers for this program. By next Monday the college will be able send alerts out to all college computers, including smart classrooms, hallway television monitors, and hallway computers, which will override whatever is on the screen and will appear even if a computer is turned off. An announcement will appear in the Daily Post when the system is operational and when it will be tested. The college is working on the ability to send mass text messages or phone calls to students and employees. Other colleges who are trying this have had problems. There is a high demand for this type of service so we must choose a vendor carefully. It should be operational by Spring, 2008. By next fall each classroom will have a "panic button". In addition, each classroom should now have an emergency protocol giving instructions of what to do in case of various types of emergencies. This is contained in a plastic holder, which allows for updated information to be added. The college website has an updated emergency plan. New technology exists for us to change our emergency phones into a PA system to alert people who are outside. Plans are being made to install an addressable telephone in each classroom to aid emergency responders in locating a particular building and room and the ability to speak directly to people at the site of an emergency.

VP Hopp also talked about some Administrative Services issues. Improvements recommended by consultants we brought in from the International Association of College and University Law Enforcement will be implemented in Public Safety. In IT, business processes will be reviewed and automated, forms will be realigned to conserve paper, and purchasing policies will be examined so that more concurrence is obtained for larger purchases. In Physical Plant attention is being given to maintenance and prioritizing responsibilities. Input from the college community will be solicited on these items.

Dr. Trude Cooke Turner discussed the latest updates from the Community Building initiative. A community/team building exercise will take place on all three campuses,

which includes a rope challenge course and is open for students, faculty and staff. It will give students the opportunity to see college employees outside of our usual roles. With the non-profit organization, Upward Enterprises, we took 45 individuals to Frederick to learn how to put on this event. It was originally scheduled for this Saturday, but will be postponed until Spring, when all three campuses can participate.

On Tuesday, October 9, the college will host an Etiquette Dinner for up to 40 people, mostly students, in K-100. Essex and Dunalk will have a joint dinner another time. The International School of Protocol will do a three-hour presentation on business etiquette, including how to eat, what to wear, and use of appropriate language in a business setting.

Tony Alleyne of Student Life shared about what CAVOC (Community Against Violence on Campus) is doing. The group is examining issues related to violence and those that can cause conflicts between students. Last year most of the programming was reactive in nature, responding to incidents after they occurred. One activity involved allowing students to write unedited messages on a large poster in K-100, followed by a discussion of the content and how it can affect others. This year the focus is to be proactive. We have had discussions on how students would feel if they saw a racial comment written on a wall or a noose hung in plain sight. The group meets every other Wednesday in the cafeteria. One issue that will be discussed soon is appropriate dress for a professional environment. Mr. Alleyne is available to students in the cafeteria, allowing them to discuss concerns and use critical thinking to analyze current affairs. Recently over 100 students participated in a discussion in the barn on the Jena 6 events in Louisiana, hosted by the Micology Family. Classes were invited, and speakers came from other campuses, including a professor from Coppin State. We hope that a follow up meeting, attended by senior staff, can take place.

Dr. Rich Lilly reported on consultant, John Davies, who has met with various constituencies of students, faculty and staff. In the next four to six weeks he will lay out recommendations for a master plan for community building for the college.

Senate Chair, Michael Ehrlinger, reported on recent Senate activities. The initial meeting of the Senate in August included a workshop, led by John Kozarski, Director of Planning at CCBC, to orient the standing committees to the new Strategic Plan. This elevates the Senate to the arena of best practices of shared governance. In September the Senate approved a new faculty annual performance evaluation proposal. It contains what we value collectively and was put together at the grass roots level. The Senate Evaluation Committee, chaired by Ann Kaiser Stearns, is to be highly commended for all its work on this proposal. Erica Cirillo is a Catonsville Senator who serves on the Evaluation Committee. Dr. Mark McColloch organized the taskforce which met over the summer to draft this proposal. Michael Ehrlinger and Hal Rummel, from the Catonsville Campus, were taskforce members. The proposal needs to be approved by senior staff before being implemented, which will most likely occur next year. A similar plan is needed for administrators and classified staff. The college is moving away from merit pay to a step-and-grade process.

Charles Dowling, Chair of the Senate Learning Environment/Student and Community Affairs Committee, announced that the committee is developing proposals regarding children on campus and the commemoration of Veterans Day. Any input on these issues can be given to Mr. Dowling.

Tony Alleyne announced that the Office of Student Life will present a workshop for students on Acing the Job Interview on September 25, 12:00-1:00 in K-100. Snacks will be served.

Counseling and Advisement will host Transfer Day on Wednesday, October 17, from 10:00 to 1:00 in K-100. Representatives from seventeen area colleges come and talk with students about transferring to baccalaureate programs.

The African American Students Association will have a dramatic forum and discussion on the Community Book Connection featured book, Dyson's *Come Hell or High Water*, on Wednesday, September 26, from 12:00 to 2:30 in K-100. On October 17 the author will speak at the Essex campus.

The next Catonsville Forum will be held on Monday, October 22, at 3:30 in E104. The meeting was adjourned at 4:30pm.