

## **Catonsville Forum September 25, 2006**

Senators present: Karen Dalton, Steve Kabrhel, Kelly Lemons, Jack McLaughlin, Carolyn Payton, Patricia Rhea, Lucius Robinson, Carol Tipton

Others present: Lillian Archer, Travis Crow (student), Gwyn Degner, Sue Fowler, Sue Geer, Susan Gebren, Jackie Guarente-Rider, Brittany Hawkins (student), Jeff Hahn, Sandra Kurtinitis, Charolene Oliver, Margy McCampbell, Edna Michel-Moyer, Charles Miron, Kamaria Moir (student), Michael Netzer, Gewreka Nobles, Charles Perry (student), Gayle Restivo, Cynthia Roberts, Cookie Samuels, Janet Stevenson, Terry Wolfe

1. The meeting was called to order by Carol Tipton at 2:40pm. The purpose and structure of the Forum were explained.
2. President Kurtinitis, after assuring the assembly that she does not hate dogs, delineated her role in shared governance. She introduced one of her assistants, Gayle Restivo, who will be responsible to help the President bring the right kind of emphasis to shared governance in relation to the President's office, which is where proposals are not only approved, but are also implemented and disseminated. A repository consisting of the official version of all college policies will be maintained in the President's office. This year, Gayle will help develop a tracking system for every policy which comes from the Senate. It will be marked as it moves through the system until final approval. Then a college-wide email will inform each campus community that a new policy is in place. A hard copy and web copy of the appropriate policy manual will be updated. Once a proposal reaches the President's office, a response will be forthcoming within 30 days.

President Kurtinitis also reported that two Vice Presidential searches have been completed, and both positions will begin November 1. A third search, for VP of Administration and Finance, has been started; three finalists have been identified. Hopefully by January the position will be filled.

A concern was raised regarding not printing the flexi any more. The President stated that some paper copies will most likely be available for staff, but that on-line registration data will always be up to date and accurate, whereas the flexi cannot reflect changes which occur after it is printed. Only a few people at the Forum had seen the college's new marketing magazine, *Link*. The President supports an e-college initiative, which will be phased in over time to allow for faculty, staff and students to come up to speed.

3. Janet Stevenson of Public Safety reported on various safety issues. First, the outside call boxes are about half-way activated and will be fully functioning very soon. After installing new call boxes at Dundalk and Essex, the interior call boxes at Catonsville will be worked on. Second, parking Lot 4, behind the library, has a number of green-lined spaces for service vehicles. Mark Neal in Plant Operations is responsible for designating parking space usage. Previously service vehicle parking was needed in Lot 4 to handle

mail service, but since that is no longer the case, some of the green-lined spaces will be converted to faculty-staff parking. Third, officers placed warnings on vehicles violating parking regulations during the first few weeks of classes. In addition a card, *Campus Parking In A Nutshell*, summarizing regulations, has also been placed on windshields of violators. Many faculty and staff have not come in to get their updated parking permits. Old permits expired August 31. Supervisors were urged to remind employees to take care of this matter. Fourth, Public Safety recently published an article in the Daily Post reminding everyone to be aware of their surroundings and report any suspicious activity.

Someone asked about the handicapped parking spot reserved 8:00-9:00am under the awning outside of H Building for a woman who worked there many years ago. **(Janet followed up the next day with Plant Operations, and the sign has been removed!)**

The boot has not been used yet this semester since it is reserved for repeat offenders, who must sign a promissory note to pay the fine. Since students do not register their vehicles, tracking those who park illegally must occur with input from the MVA, which can be a long process. Repeat offenders have their grades put on hold until they pay all fines.

A number of UMBC students park free on our campus and ride a bus to their school, so having our students register their vehicles may resolve this issue.

4. Carol Tipton read remarks prepared by Michael Ehrlinger, Chair of the College Senate:

1. The President and staff will respond to all proposals forwarded by the College Senate within 30 days of the date on which they are presented to the Senior Staff by the Senate President.
2. Beginning in January 2006, Senior Staff meetings will be held on a weekly basis, rendering a thoughtful and more timely response as possible.
3. The President's office will be the repository of all final Governance transactions which will include creating an official copy of all signed proposal originals in a master file.
4. The President's office will take responsibility for ensuring that our various electronic manuals are updated accordingly as new proposals are signed.
5. A new proposal routing cover sheet has been created which spells out action steps as well as the text of a proposed clarification of proposal approval procedure.
6. If convenient, the President will attend the next Executive Committee and Senate meetings to respond to these proposals as well as any questions or concerns about restructuring issues.

## **5. Senate Committee Reports.**

**A. Academic Standards.** Steve Kabrhel described some of the accomplishments of the ASC, including the Academic Dishonesty Policy, Late Registration Policy, Course Overload Policy, and Absences Due to Religions Holidays Policy. The question was raised about letting faculty, staff and students know when a new policy is put into effect. Deans are supposed to let their staffs know. A student suggested putting this information

in the *Red and Black* or on the college webpage so students are aware of policy changes. The President reported that we will have the capacity to send mass emails to students.

**B. Budget Review Committee.** Kelly Lemons reported a major charge to this committee, to determine what role, if any, shared governance has in the budgeting process at other community colleges in MD. Committee members are actively gathering this information.

**C. Professional Affairs Committee.** Carolyn Payton reported that the tenure proposal is still in review by the BOT. Ken Mac Laughlin and Jeff Hahn continue to work on the Employee Handbook. The committee is currently working on hiring practices for nursing and other faculty, a fraternization policy, an emeritus policy, and a procedure to select department chairs.

**D. Evaluation Committee.** Carolyn Payton reported that the committee is attempting to create a new evaluation policy which would replace SIRII and a peer review policy.

**E. Learning Environment/Student and Community Affairs Committee.** Jack Mc Laughlin reported on policy recently approved by the Senate to create a central repository of student misconduct reports, to be housed in the office of the Vice President for Enrollment Services. The committee is also addressing issues regarding the academic calendar, and the cafeteria and other food service concerns. The committee will most likely discuss parking permits for students.

**F. Curriculum and Instruction Committee.** Karen Dalton informed the group that the CIC is responsible to approving all new courses, changes in courses, changes in prerequisites, and changes in objectives. The committee also does a preliminary review of all new programs. The committee recently met with the automotive people going over about 15 courses to see how they fit into a new diesel repair program before it goes to MHEC. Last year the committee recommended having three associate degrees offered by the college; this was later approved by MHEC.

6. Charolene Oliver asked about the status of an issue brought up at the last Forum meeting, in Spring, 2006 regarding asking the Senate to look into establishing an exercise/wellness program for employees. Buck Workman is working on developing a wellness program for college employees. It was recommended that the Senate look into this issue because currently classified staff can take classes and have tuition waived, but professional staff cannot. Concerns like this should be passed along the Senate Chair, Michael Ehrlinger, who will decide how best to proceed.

Edna Michel-Moyer pointed out a discrepancy between time intervals of comprehensive evaluations for tenured and non-tenured faculty. The Senate Evaluation Committee is looking into this issue.

7. Because a quorum of Senators was not present, election of a Forum vice-chair and secretary, and voting on a bylaws change to allow a non-Senator to chair the Catonsville Student and Community Affairs Committee will have to be postponed.

8. The meeting was adjourned at 4:00pm.