

Dundalk Campus Open Forum
January 17, 2007
Minutes

Attendees: Ira Albert, Bill Barry, Sharon Casey, James Crouse, Bill DeLauder, Greg Fiore, Mary Jo Garcia, Steve Kirchner, Suzanne Knutson, Sandra Kurtinitis, Rich Lilley, Mary Livingston, Bernadette Low, Ken MacLaughlin, George Mateja, Mark McColloch, Chris Mirbaha, Dian Mitchell, Caroline Scott, Mandy Smith, Fran Smither, Al Starr, Carol Sullivan, Adrienne Summers, Judy Walsh, Joe Whedbee, Vikki Whitmore, Lee Wible.

1. Standing committee reports were given, reporting what was reported to the College Senate:
 - a. Academic Standards (Chris Mirbaha)
 - b. Budget Review (Lee Wible)
 - c. Curriculum and Instruction (Bernadette Low, Joe Whedbee)
 - d. Evaluation (Greg Fiore)
 - e. Learning Environment/Student and Community Affairs (Sharon Casey, Bill DeLauder)
 - f. Professional Affairs (Ken MacLaughlin)

2. SGA report was given by James Crouse:
 - a. College-wide SGA leadership retreat will be held January 25th and 26th.
 - b. Other events listed for the months of February, March, and April.

3. Cafeteria renovations by Mandy Smith:
 - a. Thanks for the community's patience, understanding and responsiveness.
 - b. 75% to 80% of renovations are complete.
 - c. Menu – three major areas
 1. sub connection (similar to Subway)
 2. Pizzarina (variety of pizza will be increased)
 3. Grill 155 will continue to exist (combo pricing will be available)
 - d. Variety of offerings should appeal to everyone.
 - e. At Dundalk, beverages moved to other side
 - f. New upright salad unit to provide variety of salads
 - g. Hours: will remain open until 7:00 p.m. with the scaled down offerings (including hot soup, sub connection, grab and go) available after 2:00 p.m.
 - h. New people hired for the three cafeterias (ten people total) to help improve service and facilitate new offerings.
 - i. Specials will be offered each week.
 - j. Dundalk: 16 new tables making a different configuration – computers still there; will seat around 150 people (roughly same as now).
 - k. Comment board will be located behind the cashier's station – please post comments and requests

4. Open floor items included the following items:
- a. Ken MacLaughlin distributed PAC document on the proposed procedure for selection of chairs, program directors, coordinators. It will be going to PAC for final approval Monday and then to College Senate afterward.
 - b. Ken MacLaughlin and Fran Smither presented a pilot project that is designed to deal with civility issues. This was started at the Essex Campus Civility Committee at the request of Essex Faculty members. A form, to be filled out by faculty members who have been trained in the program when documenting incidents, was distributed. It is designed to document a breach of the CCBC Code of Conduct. This is a pilot that has been adopted by the Essex Campus to begin this semester (Spring 2007). It is hoped that all of CCBC will adopt this form for use during this Spring 2007 semester, as well. In addition to the training sessions already held, there will be workshops throughout the spring semester, as needed/requested. Participants in the pilot program (all people using the form) must be trained before they are able to participate in the project (use the form). Some suggestions to modify the form were given. Procedures for physical assaults and other Code violations are handled differently right now; however, procedures are being aligned as quickly as possible so that all campus Hearing Boards designed to handle such situations and all will function in a similar manner. People will also be trained to specialize in diffusing situations. A person's disability is not considered when dealing with breach of Code of Conduct incidents in accordance with Federal law. It was suggested that the Code of Conduct be discussed not only at the new student orientation but also throughout the school year in various ways.
 - c. Classroom renovations that have been occurring throughout this month have caused some problems with class sizes in some rooms. For example, the number of available desks in the classrooms on the second floor of the H building has been reduced to a number that is below the class sizes for classes currently scheduled for those rooms. The furniture that was placed in various classrooms across CCBC was done so for one or more of the following reasons: (1) ADA compliance; (2) fire code compliance; and, (3) old furniture needed to be replaced and/or the furniture needed to become comparable with similar rooms in other CCBC locations.
 - d. Enrollment is down at Dundalk, as well as across CCBC. This decrease was anticipated when the budget for FY07 was created. Much is being done in an effort to increase enrollment:
 1. in-person registration hours have been expanded from January 16th through February 2nd
 2. two mailings just went out: (i) to returning students, and (ii) to people who have expressed an interest in CCBC but have not yet registered
 3. Registration Extravaganza on January 18th and 19th
 - e. A record is being kept regarding the comments of students coming to register. To date, most of the complaints have been from people complaining that either they miss the schedule booklet being mailed to

them at their home, or they are not very comfortable using the computers. For this second issue, the registration area personnel are helping people learn how to work with the system in a “high tech, high touch” approach. Currently 80% of the students have registered in-person, and 20% of the students have registered online (this is not abnormal). One suggestion made was to have a screen at the end of the registration session whose purpose would be to verify and update student information (addresses, phone numbers, email addresses, etc.) so that the information in our system is accurate.

- f. Library renovations are scheduled to begin soon. Therefore, Sharon Casey and Cynthia Roberts will be soliciting ideas and suggestions for improvements to the library and its environment. They need your input by the first of June in order to facilitate the timetable.
 - g. CCBC Day Care Centers have different policies. Students were wondering why the Catonsville center accepts infants whereas the other two do not, in addition to when CCBC planned to have this service provided at all three main campus locations. The response was that the three different day care centers are licensed differently because of the number of students each can support with staff and facilities. The Catonsville Campus facility is the largest. The Dundalk Campus has a smaller facility but provides before-school and after-school services. There are no plans to add the infant program to either of the eastside campuses because to do so would require major renovations on each campus and also there would need to be a significant increase in staff because infant programs require staff to student ratio of 1 to 2. It was pointed out, however, that the tuition for the day care centers is the same across the board.
5. The next Dundalk Campus Open Forum will be Wednesday, February 14, 2007, from 3:00 to 4:30 p.m. in Room J 210.

Respectfully submitted by: Chris Mirbaha