

**USM-L/A CPS Meeting Minutes
December 7, 2006**

Attendance: Larry Sherwell-Woodbury, Suzanne Frigon, Lyn Philbrick, Nancy Whitehouse, Dan Philbrick, Pauline Pierre, Lynn Poor, Terri Pelletier, Paula Caggiula, Sandi Croft, Dana Rickman, Iris Guillemette, Jennie Beal, Mary Sylvain-Leonas, Kim Emery, Claudia Bailey, Paul Manoff, Jim Bradley, Carol Brewster

- I. Minutes from 11/03/06 CPS meeting were reviewed and approved.
- II. Dana supplied a handout and information for submitting Grants and Proposals. The information is also posted online. If there are any questions contact Dana and/or Pam, both need to be included in the process.
- III. Leadership Team report from Dan – the last meeting addressed issues with the departure of Roger Philippon and discussed the report from Grace Noonan-Kaye. Grace is available for workshops on communication skills, etc. **Please email Dan with request or suggestions for workshops.**
- IV. Sandi presented an ERC report and update. Dan will create a directory for staff and will send an email with information regarding access/password. Procedures and information for the public will be posted online. Watch for email with information regarding future meetings, drills etc.
- V. Chain of Command coverage issues brought up for discussion. Sandi offered to write up a proposal which Dan will present to the Leadership Team.
- VI. Flex time - Claudia did research and reported that there are currently no policies in place. Jim reported that there are no Union issues and that the Portland campus has been using flex time for +/- five years. Pauline offered to write up a proposal.
- VII. Dan will email information on future meetings regarding the Governance Document and has requested that **everyone read and review the document and be prepared to offer feedback, questions, etc.**
- VIII. Nancy reported on building progress. Concerns voiced by several regarding the ‘dip on the roof’.
- IX. An investigation is ongoing regarding several recent prize drawings won by Leigh Mundhenk

A meeting has been scheduled on Thursday December 21 at 9 a.m. in room 170 to begin the process of discussing the Governance Document.